**CURRICULUM VITAE**

**Bhawani Shekhawat**

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**Profile Summary**

**Key Skills**

**Experience**

***Dedicated HR professional*** with 14+years of experience managing a full spectrum of human resources programs, services and functions. Strong command of employment laws, compliance issues and benefit plans.

***Proven success introducing process improvements,*** recruitment programs, and staff development initiatives driving corporate goal attainment. Expert communicator – able to resolve conflicts and negotiate win-win outcomes.

* Confidential Record Keeping
* Dispute Resolution
* Staff Recruitment & Retention
* Disciplinary Procedures
* Employee Development
* Contract Negotiation/ Administration
* Employee Counseling
* HR Generalist Affair
* Benefits/ Payroll Administration
* HRIS Database Administration
* Program & Event Management
* Employee Relations
* HR Policies & Procedures
* Team Building/Morale Building

**Select Holiday Resort Pvt Ltd.**

Human Resources Manager (06th April 2016 – Present) – Head of Department

Select Hotels is a niche brand positioned in the well saturated Indian Hotel Industry through its resorts Heritage Village Resort & Spa Manesar, Gurgaon, Heritage Village Club, Goa, Maharaja Express and Indrama Hotels. The brand symbolizes style, eloquence and grandeur offering guests sojourn experiences.

Handling 05 Units of Company (**Heritage Village & Spa, Manesar Gurgaon, INDRAMA Hotels, Select Equity Advisory Pvt Ltd, Select World Tours India Pvt Ltd and Maharaja Express)** manage a broad range of HR functions with team of 3 People and 400 Staff Members.

Oversee the daily operation of the Human Resources office. Responsible for areas of Recruiting, Employee Relations, Benefits, Events, Workers Compensation and other employee-related tasks.

Responsible for short and long term planning of all the HR related functions like workforce planning, recruitment, training & development, staffing strategies, wage and salary administration, associate and labour relations, benefits, workforce training and development etc.

**Outcomes:**

* Developing HR planning strategies with line managers by considering immediate and long-term staff requirements.
* Develop and implement HR strategies and initiatives aligned with the overall business strategy.
* To ensure that the company HR operational policies and processes are adhered to and continually improved.
* Recruiting staff by preparing job descriptions and job adverts; deciding on how best to advertise
* Shortlisting applicants for interview using a variety of selection techniques including psychometric testing Interviewing shortlisted candidates
* Advising on pay and other issues, including promotion and benefits; administer payroll and maintain staff records
* Interpreting and advising on employment legislation; develop and implement policies on a variety of workplace issues eg disciplinary procedures, absence management, working conditions, performance management and equal opportunities
* Listening to grievances and implementing disciplinary procedures
* Analysing training needs in conjunction with line managers; planning and delivering training, including staff inductions.
* To coordinate and / or conduct departmental training and conduct new hire hotel orientation program.
* Implement corporate policies and procedures on compensation, incentive, bonus and benefits.
* Continually assesses employee morale by analyzing absenteeism and turnover records, lateness and resignations.
* Coordinate and oversee all matters related to staff accommodation, facilities, and transport.
* Coordinates, controls and inspects employees accommodation, staff canteen, rest rooms etc. ensuring it is of the highest possible standard of cleanliness and comfort.
* Coordinate employee wellness and safety programs.
* Encourages a good standard of employee conduct and behavior and coordinates disciplinary procedure as and when necessary.

**Experience**

**(Continued)**

* Ensures that all procedures concerning promotion, transfer and staff resignation is carried on within Company policy and also within legal boundaries.
* Developing and conducting management training on a variety of leadership and HR topics.
* Oversee Workers Compensation programs, ensuring claims and reports are submitted in a timely basis.
* Support operational efforts through proper staffing and training of associates.
* Planning, coordinating and executing employee activities and events, including monthly staff meeting, food festivals, annual picnic, holiday party, Wellness Fair, farewell party, community services etc.
* Administration of the Hotel's social and staff benefit programs Eg: Employee of the Month, Leader of the Month, and other staff incentives.
* Provide guidance to the leadership team regarding employee morale, employee relations, coaching, counselling and discipline.
* Promote employee communication activities and channels, to encourage and enable feedback from staff.
* Maintain a positive relationship with staff representatives and ensure any employee grievances are monitored and resolved.
* Oversee the management of the recruiting process including position management, advertising, working with community agencies.
* Develops and maintains confidential departmental staff and associated files, documents, pay scale details and/or other important databases.
* Handle all Statutory Compliances and Payroll.

**Country Inn & Suites By Carlson, Ajmer**

(a unit of Utsav Hospitality & Clubs Pvt. Ltd. an ANSAL API Group Enterprises)

Manager – HR & Admin (01st July 2012 – 31st March 2016)

Handling 05 Units of Company (**Country Inn & Suites By Carlson, Ajmer a 4\*\*\*\* Hotel,** and 05 Clubs – Gurgaon, Jaipur, Lucknow, Mohali and Panipat), Manage a broad range of HR functions including payroll administration, HRIS database administration, personnel file management, HR policy development, employee screening/hiring/orientation, Training and program/event management.

**Outcomes:**

* Authorized sections of company’s policies and procedures manual outlining leave benefits, company regulations and performance expectations for employees.
* HR Policies – Joining, Leave, Exit Interview, Attendance, Staff Wellfare and Uniform & Locker etc. Polices.
* Letter & Certificate – Offer Letter, Appointment Letter (Regular and Contract Employees), Appreciation Letter, Exp. Letter etc.
* Liaisoning with Govt. Departments – PF, ESI, Labour, MCD, Excise etc.
* Successfully filed Sales, IT, Service Staff, Production staff, Housekeeping staff, Front Office Staff & Accounts positions with high quality candidates. Sourced applicants, interviewed/evaluated candidates and provided hiring support to managers.
* Processed all new hire, benefits, leave, termination and payroll paperwork, ensuring 100% compliance with various laws and regulatory mandates and serving as primary contact person answering management/staff/clients questions on same.
* Rectified haphazard payroll process by instituting appropriate compensation breakup and formula based payroll sheets that eradicated prior history of errors and slow processing time. Also, initialized the system of providing salary slips to the employees.
* Designed and administered company’s HRMS system and personnel file management system that provided a single source, employee-information database, OD.
* Handling all Administrative work, Contract Labour, Staff Welfare and Activities etc.
* Vendor Management, Security & Housekeeping Management, Agreements & General Administration.

**G4S Facility Service (India) Pvt. Ltd.**

A HR Outsourcing firm managing the entire gamut of HR activities for the client

Asst Manager – HR (July 2006 – June 2012)

Joined as Assistant HR handling NON-IT recruitments and promoted to handle HR operations for clients, handling all the HR activities for client including benefits administration/processing, payroll, confidential personnel/contract job-file management.

**Outcomes:**

* **Designing HR policies & Procedures**
* Designed & implemented various HR policies- Leave Policy, Travel Reimbursement Policy, Organizational Code of Conduct, Exit Policy, Recruitment Policy, and General Administration Policy.

**Experience**

**(Continued)**

* Designed Forms, Annexure as per the Policy.
* **Performance Management System**
* Key Result Areas (KRA’s) setting for all senior positions across the organizations
* Assisting with performance management issues, ranging from hiring, rewards, and recognition, to discipline and termination.
* **Manpower Planning:**
* Devised the Manpower plan for quarter & annual, in sync with the Business Plan
* Created Job Descriptions & Job Specifications for each of the position
* **Recruitment and Selection:**
* Handling complete Recruitment Life Cycle - Sourcing, Screening, Evaluating, Salary Negotiations and Reference Checks.
* Responsible for sourcing talented candidates according to the specifications through - Internal databases, Employee referrals, Job portals, recruitment consultants.
* Conducting the HR interview
* Pre-joining formalities
* **Induction**
* Conducting the HR Induction
* Post joining formalities
* **Operational HR**
* ERP (HR & Payroll)
* Maintaining Attendance & Leave Record of employees across all locations
* Salary & Full and Final Settlement processing based on the attendance records
* Maintaining Employee Database & Personal File of Employees
* Issuing Letters
* Conducting the Separation formalities
* Conducting Employee Engagement Activities

**Creative Dyeing & Printing Mills Pvt. Ltd.**

A Textile Dyeing & Prints Company

HR Executive (April-2004 to July-2006)

* Conducting the HR interview
* Pre-joining formalities
* Handling of P.F. and E.S.I. related work like Challan, Submission of PF Annual Return, Submission of ESI ½ Yearly Return and insured all employees under PF and ESI Act.
* Maintain Contract Labour Act, Factory Act, Minimum wages Act, ESI and PF Acts.
* General Discipline, Absenteeism Report. MIS: Preparation of Monthly MIS.
* Co-coordinating Payroll, Employees Masters and Employees Leave record. Employee File and Documentation check.
* Payroll administration and validation of leave records.

**G4S Facility Service (India) Pvt. Ltd.**

* Promoted to HR Executive within a short span of 9 months.
* Promoted to Sr. HR Executive after one year.
* Promoted to Asst. Manager - HR after Two years.
* I have been selected for ERP (HR & Payroll Module) PAN India Implementation, I have successfully completed the project within a time frame.

**Utsav Hospitality & Clubs Pvt. Ltd.**

* Given me opportunity to heading the HR Department of the Company in absence of Head HR and I am successfully handling the department of all 05 Unites of the company.
* Year 2010 – MBA (HRD & Finance) from IICT, Lucknow
* Year 2003 – Graduated in Bachelor of Commerce from Rajasthan University, Jaipur
* Year 2000 – Passed H.S.C from Ajmer Board
* Year 1998 – Passed S.S.C from Ajmer Board

Language: English, Hindi & Punjabi

Commune with people, reading books and listening to music.

* Sense of Responsibility, Patience.
* Can work under stress & in team.
* Self confident
* Diligent

Bhawani Shekhawat

D-011, Tower D

SPAZ, Sector – 93,

Gurgaon, (HR) 122001

Father’s Name : Late Sh. Sumer Singh Shekhawat

**Triumphs**

**Education**

**Language Known**

**Hobbies**

**Strengths**

**Contact**

**Personal Data**

Date of Birth : 15th March 1985

Marital Status : Married

Religion : Hindu

Nationality : Indian

I hereby declare that above information are true and correct in the best of my knowledge and belief.

Date:-

Palace: - **Bhawani Shekhawat**