**Shekhar K. Sinha**

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Total Work Experience **: 16+ years**

Current Association **: Uber Systems India Pvt. Ltd.**

Educational Qualification **:** MBA in HRM from Jaipuria Institute of Management, Noida

**\*Advance Program in HRM from IIM Lucknow**

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**Organisational Association:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Org. association** | **Location** | **Designation / Role** |
| **Aug., 2019** | **Till date** | **Uber systems India Pvt. Ltd.** | **Gurgaon, Haryana** | **Manager IR** |
| **March, 2017** | **Aug., 2019** | **Cipla Ltd** | **Sikkim** | **Associate Director, HR** |
| **Nov., 2015** | **March,2017** | **Amazon Seller Services Pvt. Ltd.** | **Sonipat, Haryana** | **Sr. HRBP, HR head** |
| **Aug., 2012** | **Nov., 2015** | **Godfrey Phillips India Ltd.** | **Ghaziabad, U.P.** | **Manager HR, HR head** |
| **April, 2011** | **Aug., 2012** | **Britannia Industries Ltd.** | **Rudrapur, Uttarakhand** | **Manager HR, HR head** |
| **July, 2008** | **April, 2011** | **Nestle India Ltd.** | **Rudrapur, Uttarakhand** | **AM HR,** |
| **Feb., 2006** | **Jul., 2008** | **Samsung India electronics Ltd.** | **Noida, U.P.** | **Sr. Executive HR** |
| **April 2002** | **March 2004** | **Asian Paints Ltd** | **Kasna, U.P.** | **Assistant Personnel** |

**Key competencies:**

* Formulation / customization and execution of HR System and Process – **PMS, , L&D, TA, TMS, , ERC, R&R, EE, Grievance Redressal System** etc.
* Governance of Administrative functionality - **Security, Housekeeping, Canteen, Stationary, Horticulture, Transportation, Liveries, OHC, Linen, recreational activity, Landmark events, Audits** etc.
* Strategic preparation/customization and implementation of **ER & IR framework**.
* Robust theoretical as well as practical knowledge of **Labour & Industrial Laws and related compliances**.
* **Liasioning & External stakeholder / Union management**
* **Contingent workforce management** within the scope of legal framework.
* Exceptional **Negotiaton and Bargaining skills** helping in resolving many workmen related unrest.

**Significant Projects handled:**

* **4 Green field & 1 brown field** establishment setup
* **ER / IR modules framing** and seamless execution for organisational benefit.
* **3 Nos. of settlement with Union / Federation**
* **Restructuring of band / role / grade**.
* Set up of Process around Admin functionality
* **Grievance Management system.**
* **TMS based Productivity optimization**
* **Organisation’s Health assessment / Employee satisfaction survey** and administration as well as implementation of actionable items.
* **Compensation, R&R and Facilities based benchmarking** as an input to modulation in policies
* **Employee Resource Centre restructuring**
* **Formulation and implementation of Contingent workforce management system**.
* Restructuring of Internal Processes **and statutory compliance assessment tool**.
* Job Analysis & competency mapping across different levels.

**Key accomplishment in Last 3 Organization:**

**Uber Systems India Pvt. Ltd. :**

* Roadmap for IR & ER strategy

Roadmap on how to engage with Union PAN India

Launch on how to conduct risk assessment of Cities / Zones

Launch and implementation of Engagement initiative

* Launched Grievance Redressal system
* Framing of Unrest de-escalation mechanism.
* Successful partnering with external stakeholder for smooth Operations across Cities / Zones.
* Expanded outreach to community.

**Cipla Ltd. :**

* Strengthened relationship with external stakeholder for smooth business continuity under extreme volatile & challenging environment.
* Bringing in symmetry and cohesiveness among all 3 units for better productivity by breaking ages old stereotypes.
* LTS with Govt. affiliated federation creating a win-win situation.
* Pioneered the informal formation of Employer association for a better interpersonal relationship with external agencies.
* Revamped & restructured HR/Admin functionality with almost 50% reduction in HC.
* Significant structural changes in PMS, TM, TA, On boarding, ERC and Succession planning.
* Reconstructed ER & IR strategy in all the 3 units -

Launch & successful implementation of CARE model.

Roll out and implementation of Data Integrity Program

Restructured Band/Grade changes.

Decisive disciplinary action aimed at ensuring more ethical work culture.

* Focused budgetary control measures for downsizing the cost and optimization of productivity.
* Inception of a massive Unit
* Brought significant changes in Administration of Security, Canteen, Transportation and Linen management.

**Amazon Seller Services Pvt. Ltd. :**

* Successful launch of DEL3, the then largest FC, post Smooth takeover from the project team while ensuring 100% compliance of all the Labour Laws.
* Inception of DEL 3 by setting up of HR / Admin system and processes :

Empanelment with Manpower vendor, Canteen Vendor and Transportation vendor.

Hiring of fellow HR colleagues while running the site without HRBP for a larger period of firs year on inception.

Hiring of BB Associates for key positions.

Ensuring right kind of technical training to the newly hired HR team members

Set up of CRONOS (Attendance system) and ensuring adequate training to the new hires in HR Team.

Established various people processes like VOA, HR Gemba, FGD and All Hands.

Established weekly manpower planning process in alignment with Ops & Finance.

Establishing the R&R system and engagement processes.

* Smooth Ramp up and ramp down (#2000) of HC during all the peaks while administering smooth transaction with 100% compliance of labour laws; Dewali peak being the biggest with around 90% of physical presence
* Bringing normalcy to the only Labour unrest within 2 hours of its happening during my whole stint in a challenging Industrial terrain.
* Extended support to SATA, SDED, SDEF & DEL 4 in terms of IR and Compliances. Was part of the team which did Site Risk Assessment for DEL 4
* ERA for Hyderabad site.
* Extended support to the hiring for other sites, especially in HR
* External stakeholder management and liasioning with Govt. Authorities for smooth functioning of the establishment.
* Extended support in launch and functioning of Library in the nearby village under CSR.

**Key Training/ Workshop attended / Certification / Recognitions:**

* Workshop on **Employee Relations**, **Building bridges through counselling and conflict resolution**, **Performance conversation carryout**, **Appreciative Enquiry**, **Employee satisfaction survey**, **Performance conversation**, **HOGAN assessment**, **Job Analysis**, **Train the Trainer, Making Great Hiring Decisions** etc.
* EQ vs. IQ - Research based finding and presentation at international level.
* Certified ISO 22000 Internal Auditor.
* Have been awarded the **Best employee in HR** at **Samsung** & **Cipla**

(Shekhar K. Sinha)