

MANOJ GUPTA

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HUMAN RESOURCE MANAGEMENT PROFESSIONAL:

Experience: 31 YEARS | Expertise: Human Resource | Industrial Relations | Legal Affairs | Recruitment | Training & Development | HR Strategic Planning | HR Transformation | Talent Acquisition | Change Management | Compensation Benefits | Learning for Organizational Development | Team Building & Leadership | Policy Design | Performance Management System

NEW SKILL SET: Artificial Intelligence and Automation in HR | How to launch Digital Human Quantum Capture- Tools to bring Artificial Intelligence into life and work | **Automation-** Decision making and Strategic Management, Organization Growth, Business Decision, Collaboration with Stakeholders | **HR Cloud for Automation-** Insights, Risk mitigation, Quick integration, Automated Alerts, Dynamic Workflow Data Time Management, Management Records: **Other Areas of HR Skills for Organization:** Positive Psychology for any Business Organization | Employee Attitude | CHO Skills | CHO Responsibilities and Accountabilities

Industry Preference: Manufacturing Power & Energy/ FMCG / NGO's / Start Ups / Education / Paper / Automotive. **Location:** Anywhere in India

EXCELLENCE

Strategic HR Partner
Talent Acquisition
Annual HR Goals
Employee Relations
Growth Management
Organizational Development
Compensation Benefits
Employee Retention
Induction and Closings
Planning & Budgeting
Statutory Audit & Compliances

KEY STRENGTH

Goal Setting for workforce
Work Life Balance
Priority Setting for Greater Output
Managing Diversity
Multitasking process for workforce
Managing and Measuring Work
Long Term Wage settlement Negotiation

CORE CAREER HIGHLIGHTS

Alignment of HR Processes with business strategy
Succession Planning through better Talent Acquisition
Handled multidimensional Organizations
Factory Management Process
Competency Development at all Levels
Retention Interventions to Retain the critical positions
Handling strikes and Long Term Wage/Productivity settlements
Employee relations through collective thinking, communication & reward and recognition
Workplace Communications and Employee Engagement Score improvement
Corporate Social Responsibility (CSR)

ACADEMICS & EDUCATION

MBA (Personnel & Industrial Relations) from LNM College of Business Management, University of Bihar, Bachelor of Arts Graduate - Ranchi University, Dhanbad

NEW HR CERTIFICATIONS

Certificate Course in Artificial Intelligence and Automation in HR
Certificate Course in The Complete Communications Skills- The Master Class for Life
Certificate in Personal Development and Personal Transformation Course.
Certificate Course in Positive Psychology Business Coach L3-Accredited.

PROFILE SUMMARY

- ✓ A Senior and competent professional with over 31 years of rich experience in Strategic Human Resource, Industrial Relations Legal Affairs Recruitment and Training & Development. Workforce performance, customer and market driven organizations related to various industries. Ability to find RIGHT FIT BEST FIT employees with key quality. Planning, Strategy, Motivation Theories and team building is the key assets as an individual.
- ✓ Designing Corporate Objectives for economic growth and profitability with Skill Sets to implement consistent and innovative HR policies. It helps in increased internal processes & communications and desire to perform in a challenging environment.
- ✓ Adaptive in maintaining Industrial harmony and relationship between management and union. Creative enough to have multiple solutions to a problem building openness and trust,
- ✓ Handled successfully productivity linked wage settlements. Handles union and strikes.
- ✓ Responsible for recruitment strategies and processes for attracting talented professionals with diverse knowledge and skill sets across industry sectors.
- ✓ Manage issues related to labor policies, monitor adherence to all compliance requirements and legal guidelines. Employee Engagement & Relations.
- ✓ Handling grievances and addressing the same within the TAT, Employee counselling, Integrity Management, ensuring the code of conduct to maintain discipline and harmonious working environment.
- ✓ Quick response time for critical Factory Issues or Office Issues related to any department
- ✓ Identifying key competencies for an employee/ job and incorporating those competencies throughout the various processes (i.e. job evaluation, training, recruitment) of the organization
- ✓ Controls HR Budgeting with great output. Identification of candidates on QBQO Quality based Quality Output, which gives Multitasking Employees.

KEY RESPONSIBILITY AREA

STRATEGIC HR PARTNER

- ✓ Long term and Short Term Human Resource Strategy to define Organizational Goal ,
- ✓ Budgeting and monitoring variance if any. Maximizing Output against the allocated budget
- ✓ Laying foundations for further growth and institutionalization of the HR processes and management.
- ✓ Align individual aspirations with the organizations objectives.

ORGANIZATIONAL CULTURE

- ✓ Employee Relations through effective communication channels through open houses and in-house magazine.
- ✓ Organizational Development through employee engagement surveys and implemented action plan.
- ✓ The Hi- Tech Ways to Perfect Communications through empowerment and team building.
- ✓ Training the Important Skill for Success at workplace.
- ✓ Master Key to Motivation for work output
- ✓ Confidence Building and workplace Communications

RECRUITMENT OF BEST FIT

- ✓ Design creative recruitment policy and manage the recruiting process to ensure an integrated plan for Organization.
- ✓ Managing bulk recruitment for established and Startup Company in a very short time.
- ✓ Managed full recruitment under allocated budget.
- ✓ Identify individuals potential and design their developmental plans and Regulatory compliance
- ✓ Excellent communication and team working skills with a widely diverse set of individuals.

COMPENSATION AND WAGE MANAGEMENT

- ✓ Design, evaluate and modify benefits policies to ensure that programs are current, competitive and in compliance with legal requirements. Champion the C&B Strategy.
- ✓ Execution of service rules provisions related to leave & payroll, provident fund & gratuity, insurance, health benefits and superannuation benefits.
- ✓ Adopted Perform and Lead culture by formulating and implementing business related incentive strategies to promote achievement
- ✓ Evolution of plans & programs for compensation & benefits in view of overall compensation strategy, industry trends and business conditions- salary level benchmarking, annual salary raise, variable compensation, special reward & recognition to key members, social security and other employee benefit programs.

PERFORMANCE MANAGEMENT

- ✓ Devising central appraisal systems and plan counseling sessions.
- ✓ Designed performance appraisal system as the tool for self-analysis.
- ✓ Conceptualized and Implemented Retention Strategies eg Career Ladder Restructuring, Award Plan and Leaders Career Path and continued Talent growth through Talent management programs.
- ✓ Improve superior –subordinate relations, employee development.

LEARNING AND DEVELOPMENT

- ✓ Implemented integrated talent management process for effective internalization of individual development and creating talent pipeline.
- ✓ Identifying best coaches and mentors for segment training programs.
- ✓ Conceptualizing and developing training initiatives for improved productivity and quality enhancement in line with business goal.
- ✓ Identify training needs through counseling and annual review of individual development program
- ✓ Collate training needs individually and departmentally,
- ✓ Monitor training effectiveness and internalization of learning as per guidelines of the organization.

INDUSTRIAL RELATIONS EMPLOYEE WELFARE AND STATUTORY

- ✓ Formulated Policies to adhere the legal obligations. Attended all Court Proceedings on behalf of the company
- ✓ Industrial Relations: Ensure complete statutory compliance. Liaison with Labor enforcement authorities.
- ✓ Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and managing contract labor.
- ✓ Negotiating and amicably settling disputes with the Union and maintaining discipline & harmonious working environment across all employee levels.
- ✓ Participated in Long Term Wage settlements with worker union and successfully faced Worker's strikes in company favor.
- ✓ Negotiating with unions & attending statutory requirements.
- ✓ Ensure all the legal & statutory compliances with respect to all the statutory authorities

CAREER AS HR PROFESSIONAL AND EXPERIENCE- PRESENT TO LAST

Position: Head-HR and Factory Manager—**Shri RATHI GROUP- HAPUR PLANT**

Period: **15.03.2021 to 20.07.2021**

ROLE RESPONSIBILITY AND ACHIEVEMENT

- Policy Formulation, Recruitment, Operations, Manpower Planning
- Ensure proper working of the plant
- ✓ Accountable for ensuring timely resolution of employee grievances and queries related to payroll
- ✓ Provide guidance related to issues pertaining to corporate HR, IR, legal, industrial security, canteen and safety And transport
- ✓ Address industrial relations issues while dealing with the union on various labor related matters

- ✓ Attending to accident cases.
- ✓ Maintain close coordination with Government Offices like ESI, Labor Department, Factory Inspector and Provident Fund Office
- ✓ Execution of service rules provisions related to leave & payroll, provident fund & gratuity, insurance & health benefits and superannuation benefits.
- ✓ Lay down the methodology for handling employee grievances and disciplinary matters
- ✓ Formulate strategies and plans for the welfare of employees while ensuring optimum utilization of available resources to accomplish organizational goals and also ensured adherence to labor laws
- ✓ Attending and maintenance of all the compliances.
- ✓ Management of Contract Workers

Position : **Head HR M/S. ONE2ONE HR SOLUTION (A Pan India Recruitment and Training Agency)**

Period : **January 2014 to March 2020**

ROLE RESPONSIBILTY AND ACHIEVEMENT

- ✓ Policy Formulation, HR, Recruitment Operation Strategy.
- ✓ Manpower Planning, Mass Recruitment & Selection with Senior Managerial Posts, Executives and Associates for IT and No IT Positions.
- ✓ Client base included Jindal (For Plant and its Corporate Office) ANR Software (US Based) Project Objects (Italy Based) Pay TM Noida, Analec Infotech (US UK Singapore India) Medical Second Opinion.
- ✓ Performance Management to recognizes and reward star performers .
- ✓ Responsible for Complete P&L of the agency
- ✓ Operation Management including for recruiters and Business developers
- ✓ Devised Training programs for fresh Fresh MBAs

Position : **Franchisee Partner, Morpheus Human Consulting Pvt. Ltd Mumbai**

Period : **January 2013 to December 2013**

ROLE RESPONSIBILTY AND ACHIEVEMENT

- ✓ Steered the recruitment process which involved search for talent, interview & evaluation and assessment
- ✓ Efficiently managed an induction session for 25 joiners and single-handedly steered the entire proceedings to a successful conclusion, received a verbal appreciation from the Reporting Manager for same
- ✓ Identified 5 candidates who were potential exits in the month of June,2013 and was successful in counselling as well as retaining them in coordination with the concerned operational heads

Position : **Factory Manager, Power Unit (A Division of the West Coast Papers Mills Limited) Dandeli**

Period : **February 2008 to May 2012**

ROLE RESPONSIBILTY AND ACHIEVEMENT

- ✓ Adhering to relevant labor legislations including Payment of Wages Act
- ✓ Resolving issues pertaining to domestic inquiry, disciplinary actions and court matters
- ✓ Maintained close coordination with Government Offices like ESI, Labor Department, Factory Inspector and Provident Fund Office
- ✓ Provided guidance related to issues pertaining to corporate HR, IR, legal, industrial security, canteen and safety
- ✓ Addressed industrial relations issues while dealing with the union on various labor related matters
- ✓

Position : **Personnel Officer to Department Head The West Coast Paper Mills Ltd., Dandeli (Uttar Kannada)**

Period : **September 1994 to January 2008**

ROLE RESPONSIBILITY AND ACHIEVEMENT

- ✓ Detailed manpower planning with definitive schedules for implementation of recruitment, selection and induction of professionals
- ✓ Execution of service rules provisions related to leave & payroll, provident fund & gratuity, insurance & health benefits and superannuation benefits.
- ✓ Evaluated the training needs of employees & developed, organized and conducted the same
- ✓ Devised transparent performance appraisal systems with employee's concurrence to assure professional growth
- ✓ Laid down the methodology for handling employee grievances and disciplinary matters
- ✓ Carried out periodic meetings with employees and facilitated valuable inputs on HR programs /policies
- ✓ Formulated strategies and plans for the welfare of employees while ensuring optimum utilization of available resources to accomplish organizational goals and also ensured adherence to labor laws
- ✓ Actively participated in 5 long term wage/ salary agreements
- ✓ Management of Contract Workers

PREVIOUS EXPERIENCE

Position: **Assistant Personnel Officer Hindustan Electro Technology Pvt. Ltd, Bangalore (Reporting to GM)**

Period : **December 1993 to July 1994**

Position : **Field Officer, M/s R & M Associates, Bangalore (Reporting to Partners)**

Period : **July 1990 to December 1993**

PERSONAL DETAILS

Date of Birth	22.10.1961
Presently Located	GREATER NOIDA (UTTAR PRADESH)
IT SKILLS	Well versed with Windows and Internet Applications
LANGUAGES	English (Proficient) Hindi (Proficient), Kannada (Familiar), Bengali (Familiar) ,Marathi(Familiar)
REFERENCES	Will Be provided On Demand

PLACE : GREATER NOIDA

DATE :

MANOJ GUPTA