Email: **rahul.180151@2freemail.com**



Result oriented HR Professional, aligned to Business and People. Methodical in approach and target focus, with a natural blend of Human touch and experience of various aspects of Human Resources including Recruitment and Selection, Performance Management, Talent Management, Union Management, Organization Development, Employee Engagement, Training and Development, Statutory Compliance, Administration Systems and Change Management.

**QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| T.Y.BCOM | S.S.Dempo College Of Commerce and Economics | Goa University | Second | 1997 |
| HSSC | DR T.B. Cunha Higher Secondary. | Goa Board | Second | 1994 |
| SSCE | Peoples High School | Goa Board | Second | 1992 |

# **PROFESSIONAL QUALIFICATION:**

### **Post Graduate Diploma in Management**

Name of the Institution : Goa Institute of Management Studies

Subjects covered : Management HR and Administration

# **WORK EXPERIENCE**

1. **Leading Company ( w.e.f 15/12/2012 till date)**

**“sr. hr MANAGER”**

**job RESPONSIBILITY:**

Human Resource Advisory Services on Systems and implementation on Talent Acquisition, Performance Management, Talent Management, Salary/Wage Administration, Human Resource Information System, Union Management, Organization Development , Employee Engagement, Learning & Development, Statutory Compliances, Government liasoning, HR Policies & Administration Process and Change Management.

1. **SYNGENTA INDIA LIMITED ( W.E.F. 08/ 08/2008 TILL 07/12/2012)**

####  **“MANAGER HR” (HR BUSINESS PARTNER)**

**JOB RESPONSIBILITY:**

* **Manpower Planning, Recruitment, Induction and Talent Management**

Trained and Certified Recruiter for Syngenta. I am a certified 16pf and Prism Practitioner, and have closed more than 100 positions using the tools and Targeted Selection method of Recruitment.

* **Learning and Development**

I am trained and certified Catalyst for Syngenta and have delivered Global initiatives (such as Brand Rollout, Goal Zero, e Recruitment, Performance Appraisal and Management System and Leadership Model). I have designed and delivered Soft Skill Progs as well as HR Technical Progs. Have designed and driven Site wide trainings on critical HSE initiatives. Identification of training needs and preparing Training Matrix was also taken up, completed and delivered (soft, technical and general Trainings) identified as per the plan.

* **HR Initiatives**

Career Planning, Performance Management, Manpower Planning, Succession Planning, Design and implementation of Employee Engagement initiatives, formulating and implementation of HR Systems, Policies and Procedures, Manpower Recruitment plan etc.

* **Union Management**

Was instrumental in Negotiation with the Union (represented by Kamgarancho Ek Vott), by Subhash George, on COD and Settlement (2p) as targeted. Conducting and driving qrtly Union-Management meeting in order to maintain harmonious Industrial Relation scenario. Engaging with the Employees for various Events. Initiated disciplinary actions and processing.

* **Liasoning**

Liasoning with various Government Authorities such as Labour Department, Inspectorate of Factories and Boilers etc. Have set Systems for Administration of all Legal Statutes and Compliances.

* **Plant Administration**

Designed and implemented Administration Systems for Housekeeping, Gardening, transport, Guest House and Colony, Club House, Estate and Property, Canteen, Pest Control and Staff Welfare. Designed and implemented Reward and Recognition prog, preparing and maintaining Departmental Budget

1. **ABBOTT INDIA LIMITED ( W.E.F. 18/ 04/2006 TO 13/09/2008)**

####  **“HR BUSINESS CONSULTANT”**

**JOB RESPONSIBILITY:**

* Manpower Planning, Recruitment and Selection using the Targeted Selection Tool. Competency mapping,
* Designed Compensation and Benefit Structure across all levels,
* Career Planning, Implementation of Performance Management System.
* Formulating HR Systems/ Policies and Procedures.
* Identification of Training needs and preparing Training Matrix, preparing SOP’s of the Department as per the GMP guidelines.
* Setting Systems for Administration of all Legal Statutes and Compliance.
* Administration of Security, Staff Welfare, Employee Transport, Canteen Management and Occupation Health Centre running reward and recognition prog. Preparing and Maintaining Departmental Budget,
* Negotiation with the Union (represented by All India Abbott Trade Union), Headed by Mr. Rajmani Singh, on COD and Settlement (2p) as targeted
* Liasoning with various Government Authorities, such as Labour department, Factories and Boilers, Local authorities etc.
* In coordination with the Consultant, implemented procedures and handled Audits pertaining to ISO Certification and GMP/WHO guidelines.
1. **AMIANTIT FIBERGLASS INDUSTRIES INDIA PVT.LTD (W.E.F. 02/04/2004 TO 13/04/2006) .**

**Amiantit is a FRP/GRP Manufacturing Company, with base in Goa and owned by renowned Industrialist Mr.Shivanand Salgaonkar and Family from Goa.**

**“ASST. MANAGER - HUMAN RESOURCE”**

**JOB RESPONSIBILITY:**

* Was instrumental in Negotiation with the Union (represented by Mr. Puttu Gaonkar, on COD and Settlement (2p) as targeted.
* Formulating and implementation of HR Systems, Policies and Procedures. Preparing Departmental SOP’s as per Amiantit guidelines.
* Recruitment and Selection of candidates at all levels, including Field Force
* Administration of all Legal Statutes and Liasoning with various Government Authorities/ local Bodies. Overseeing Security, Staff Welfare, Canteen Management, Employee Transport, Occupational Health Services, Corporate Social Responsibility and Hazardous Waste Management.
* Preparing and Administrating Departmental Budget,
* Designed & implemented Performance Management Process across all levels.
* Design and implementation of Employee Time Management System, Salary and Wage Structures for Employees at all levels.
* Designed and implemented HR Manual & certification of Standing Orders.
* Identification of Training needs with targets. Preparation and implementation of Training Plan for Employees at all levels.
* Formulated Health and Safety Policy for the Company. Handled Mock Drills, Emergencies, and Evacuations. Organized various Safety and First Aid Trainings, Planned and Conducted Periodical Medical Checkups for Employees and ensured corrective actions and per the Audit findings.
* In coordination with the ISO Consultant, implemented procedures and handled Audits pertaining to ISO Certification.
1. **PENTAIR WATER INDIA PVT.LTD ( W.E.F. 09/12/2002 TILL 02/04/2004)**

**“SR.EXECUTIVE PERSONNEL AND ADMINISTRATION”**

 **JOB RESPONSIBILITY.**

* I was responsible for Liasoning with various Government Authorities such as Factory Inspectorate, Directorate of Explosives Mumbai, Weights and Measures, Goa State Pollution Control Board, GIDC, Labour Department, Employment Exchange, Directorate of Industries and Mines etc.
* Preparations and submission of all the periodical returns under various Statutes and Renewal/ Amendment of License under various Statutes as and when required.
* I was responsible for Time Office Management and Wage/Salary Administration
* Factory Administration, such monitoring the Security System, Housekeeping of the Plant, Employee Transport, Canteen, Contractor and Transporter Movement.
* I was also entrusted with the additional responsibility of Safety Administration, which included Monitoring the Fire Hydrant System, Fire Extinguishers and Fire Alarm System, periodical testing of Cranes, Hoists, Lifting Tackles, Chain Pulley, Fork Lift, Pressure Vessels and LPG Bullets testing. I have also prepared EMERGENCY ACTION PLAN Pentair, which was approved by Management and Factory Inspectorate.

**6. BIG BOX PRINT AND PACKAGING (01/02/2002 TO 07/12/2002): “PERSONNEL EXECUTIVE”**

**Big Box Printing and Packaging is a Sister concern of Herald Publications, with base in Goa and owned by renowned Industrialist Mr.Raul Fernandes and Family from Goa.**

**JOB RESPONSIBILITY**

Formulation and Implementation of HR Systems, Policies and Procedures. Recruitment and Selection of Candidates at all levels. Administration of all Legal Statutes, liasoning with various Government Authorities. Time Management, Salary and Wage Administration, and Plant General Administration.

1. **PERSONNEL MANAGEMENT SERVICES (W.E.F 02/11/1998 TO 03/02/2001)**

**“PERSONNEL EXECUTIVE”**

**JOB RESPONSIBILITY**

Advisory Services on Personnel Functions and Statutory Compliances of the Clients.

**Salary Drawn : 18 lakhs per annum**

**Joining Time Required : 1 month**

**KEY ACHIVEMENTS**

1. Spirit of Excellence Award (Global HR) for driving best HR Practices and Values.

2. Little Oscar Award for Initiatives taken on Employee Engagement.

3. Certified Trainer for Abbott India.

4. Trained and Certified Catalyst for Syngenta

5. Certified by Mafoi for 16pf

6. Certified by Sanda Excellence (UK) for PRISM Brain Map Tool.

7. Delivered Global Training Initiatives (such as Brand Rollout, Goal Zero,

 e Recruitment, Performance Management system and Leadership Model)

8. Designed and Implemented Performance Management Process

9. Development Action Plan and Succession Plan for HIPO’s.

10. Signed 2 independent Union Settlements one in Amiantit and one in Abbott.

11. Designed and implemented Time Management System, Salary and Wage

 Structures for Employees at all levels.

12. Initiated disciplinary proceedings.