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***HUMAN RESOURCE MANAGEMENT: INDUSTRIAL RELATIONS: ADMINISTRATION***

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**SYNOPSIS**

* An art of Managing Human Resources gifted by the GOD and further polished by the Professional education of good Business schools & Experience of organizations made better understanding of the human behavior and groom people to work as per the organizational need and prove an asset.
* A successful journey at Plant & Corporate Level of reputed Manufacturing & Service Industries starting from Delhi’s first five star luxury Hotel to Engineering & Automobile concerns, Garment / Export Industries and Logistics.
* Strongly believe in establishing good working culture, discipline and mutual faith between Employees and the Management.
* Recently worked in Logistics with JAIPUR GOLDENGROUP OF COMPANIES OF INDIA engaged in multi model systems having large infrastructures as an

**Asstt. Vice President - H.R.& Admin**at**National level**.

**EDUCATION**

* Post Graduate Diploma in **Personnel Management (Regular)** from the institute of Management Studies, Y.M.C.A., New Delhi in 1990.
* Diploma in **Tourism, Catering and Hotel Management** from I.C.F.I.A. affiliated with FIOCES – UNESCO, Paris in 1988.
* **Bachelor of Commerce** from university of Delhi in 1982.

**OTHER ACCOLADES**

* Good working knowledge of Windows - MS Word, Excel, Tally, Internet, E-mails and well versed with the computerized working environment of the organizations having Multi locational set ups since 1985.
* Undergone Specialized Managerial Training courses (1) **Cost Accounting (2) Marketing Management** from S.I.S.I, Ministry of Industry, N.Delhi.

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***Continuation sheet..1***

**PROFESSIONAL CHRONICLE**

* Organization : Jaipur GoldenTransport Group, Delhi

Designation : Asstt. Vice President – H.R.& Admin

Duration : March 2007 to November, 2015

Nature of Industry : A 67 years young Logistic Company having Corporate office In Delhi, 08 Regional Offices and 200 branches

having manpower of 3000 employees nationwide

* Organization : Himgiri Cars Pvt. Ltd., Delhi

Designation : Head – H.R.

Duration : June 2006 to February 2007

Nature of Industry : No. 1 dealership of Hyundai Cars having multiple

units in Delhi /NCR

* Organization : Chelsea Mills, Gurgaon

Designation : Sr. Manager – H.R.D.

Duration : February 2005 to May 2006

Nature of Indusrty : A Garment and Home Furnishing export house having

four units Employing more than 2000 employees in Haryana

* Organization : Ninex Auto Private Limited, Noida

Designation : Manager - Administration

Duration : December 2003 to February 2005

Nature of Industry : An Automobile Engineering Company with A class plant

in Noida and dealing with Engines of heavy Vehicles of

Tata, Ashok Leyland, Volvo etc. and also an authorised

distributor for TATA HOLSET Turbos in Northern India

* Organization : K.S. Benediction, New Delhi

Designation : Manager H.R. & Administration

Duration : February 1992 to November 2003

Nature of Industry : A Designer Kids wear manufacturing concern making

high-class Garments.

* Organization : Intron Limited, Gurgaon

Designation : Deputy Manager - Personnel

Duration : October 1990 to January 1992

Nature of Industry : a professional medium size manufacturing concern

having technical collaboration with Europe’s leading

multinational group for making state of art contemporary

Home Appliances.

* Organization : The Imperial, New Delhi

Designation : Assistant Manager - Personnel

Duration : June 1981 to October 1990

Nature of Industry : An international fame and **Delhi’s First Five Star Luxury**

**Hotel** having more than 700 employees.

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***Continuation sheet..2***

**NOTEWORTHY MILESTONES**

* Established Corporate culture in Jaipur Golden & also strengthen the H.R. Department by introducing various personnel policies / new systems.
* Dealt the situation of Recession positively during 2009.
* Successfully set up the Branches / Dealership unit of the Automobile companies in Delhi.
* Independently headed a large unit of Chelsea Mills and given charge to supervise other units.
* Adopted quality and cost control methods by H.R. techniques in K.S. Benediction.
* Successfully set up the Personnel Department of M/S Intron Limited, Gurgaon.
* Handled the difficult situations arise due to the strongest union of Hotel Industry during Various Gate meetings and strikes.
* The youngest employee added in the Management since inception of Hotel Imperial.
* Successfully computerized the Personnel Departments. Including Payroll system of Hotel Imperial at the time of introduction of Computers in India during early eighties.

**CORE COMPETENCIES**

* **HR Functions**

**Recruitment / Compensation / Compliances / Retention / Exits**

* Manpower planning, recruitment, induction & placements.
* Developing/implementing new recruitment/selection policies as per staffing projection.
* Compensation administration, payroll & statutory compliances.
* 100 % efforts for retaining good talents.
* Conduct exit interviews and identify reasons for exits and work on that.

**New Systems & Policies**

* Defining plans, policies & strategies for greater operational effectiveness.
* Developing/updating and implementing compensations plans, HR policies and communicating them across the organization at all levels.

**Performance Management System& Motivation**

* Handling Performance Appraisals effectively by counseling the average employees for better performance and motivating the good talents by way of promotions and increments.
* Initiating rewards and recognition programmesalongwith implementing incentive system for employee motivation.

**Training & Development**

* Identifying training needs and preparation of training modules, calendar, schedules & batches for imparting training on various topics including measurement of effectiveness.
* Conducting managerial / technical trainings to enhance managerial and soft skills of the employees.
* Budgeting & organizing customized training programme based on the training need analysis to enhance the manpower skills & efficiency.

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***Continuation sheet..3***

* **Industrial Relations**
* Negotiating and amicably settling the issues of workmen, staff, officers, managers and unions arising on day to day basis.
* Counseling / grievance handling of the employees to maintain a healthy work environment and facilitating Employee Satisfaction.
* Participating in Tripartite agreement with union.
* Ensuring healthy employee-management relations in organization, by promoting employee involvement in improvement activities.
* Liaison with the Govt. departments, Conciliation and Industrial Tribunals.
* Maintaining high level Discipline in the organization.
* **General Administration**
* Renewal / maintaining company contracts, vehicles, etc.
* Procurement of Licenses by Registration of factory/Establishment with different Departments.
* Supervise Maintenance, Security, House Keeping, Canteen etc.
* Buyers compliance
* I.S.O. Certification processes.
* Documenting and implementing SOP for the H.R. & Administrative activities.
* Developing & maintaining cordial relationships with the Labor Department., Electricity, Water, Telephone, MCD, Police, Fire Fighting, Insurance and other Departments.

**PERSONAL VITAE**

Date of Birth : 14th May. 1962

Marital Status : Married

Language Known : English, Hindi and Punjabi

Interests & Hobbies : Listening music, reading and traveling