**Dr. Yuvaraj**

**Yuvaraj.348822@2freemail.com**

**IMMEDIATELY AVAILABLE**

**Job Objective**

Assignments in HR-Operations, Look into HR – Recruitment, Competency Mapping, Training and Development, Employee Engagement, Rewards & Compensation and Administration with a high growth oriented organization.

**Profile**

An erudite professional with rich experience of more than 20 years in both HR / IR & Production Functions with demonstrated leadership qualities. Adroit at conceptualizing and effectuating measure / modifications in the operating procedure to optimise resource and man power utilisation. Successfully led teams of HR / IR professionals who instituted best HR / IR practices on recruitment techniques, cost effective training & development, Compensation strategies, Welfare measures, statutory compliances etc.,

Deft in resolving IR issues and settling cases in an amicable manner. Institutionalised sustainable IR polices, which were in long – term interest of the organisation. Contributed in building employee morale, controlling attrition and building committed teams. An enterprising leader with excellent communication and people management skills. Well versed with ISO 9001 Quality Standards, EMS 14001 & OHSAS 18001, ERP Oracle 12i System and TPM & KAIZEN methodologies. Excellent skills in team building, trouble shooting and planning & managing resources. Certified Lead auditor in OHSAS 18001 and Internal auditor in EMS 14001.

Have vast experience in both Technical (12 yrs) & HR / IR (9 yrs) with an education qualification of MBA (HR), M.Phil (Management) and PhD – Specialized in Human Resource Management. At Present working in a leading machinery manufacturing industry ( Textile Machinery , Machine Tools – CNC Machinery, Foundry Divisions and Aero Space Parts Manufacturing ) with a turnover of about 2500 crores and an employee strength of about 6500 inclusive of all confirmed, apprentice and contract workmen

**Core Competencies**

|  |  |  |
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| • HR / Personnel operations | • | Industrial Relations |
| • Manpower Planning / Recruitment | • | Training & Development |
| • | Performance Management | • | Disciplinary Proceedings |
| • | Grievance Handling | • | Contract work Management |
| • Wage & Salary administration | • | Legal Compliance |

**Organisational Experience**

**Since Aug’96 to Oct’16 with Lakshmi Machine Works Ltd.**

An ISO 9001 certified company engaged in manufacturing Textile Machinery; LMW diversified into CNC Machine Tools, Foundry, Manufacturing of Aero Space components and is today a brand leader in manufacturing customized products.

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| --- | --- |
| ***Growth Path;*** |  |
| 1996 to 1999 | Trainee |
| 1999 to 2004 | Asst. Engineer (Grinding In-charge) |
| 2004 to 2008 | Engineer (Production) |
| 2008 | Senior Engineer (Engineering Innovation) |
| 2008 to 2011 | Officer – Personnel |
| 2011 to 2015 | Senior Officer – Personnel |
| 2015 to 2016 | Deputy Manager – Personnel |
| 2016 (Mar) – 2016(Oct) | Deputy Manager – HR |
| **At Present** | **MG - HR Consultancy** |



**DIRECTOR: HR Consultancy**

**Consulting**

* As a Human resource Consultancy, provide solutions to all people related strategic and functional issues in HR & IR disciplines.

o Employee satisfaction Survey o Competency Mapping

o Performance Analysis o Skill Development

o Wage Trend Analysis o Manpower Supply

o Employee Engagement o Training & Development o Statutory Compliances o Industrial Relations

o Drafting Show cause notices o SWOT Analysis

are some of the core functions of consultancy



**DEPUTY MANAGER - HR : (Mar 2016 to Oct 2016 )**

**Responsibilities**

* As a Human resource manager, have strategic and functional responsibilities for all of the HR disciplines
* Administer compensation, benefits and performance management systems, and safety and recreation programs
* Identify staff vacancies and recruit, interview and select applicants.
* Allocate human resources, ensuring appropriate matches between personnel.
* Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
* Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.

**Recruitment**

• Executing the entire range of task in recruitment encompassing sourcing, screening, short-

listing, selection and appointment, etc.

* Updating and providing adherence of HR Policies with regard to recruitment, leave, attendance, etc.
* Listing of job evaluation & job description for different positions
* Manage multiple recruitment assignments and verticals
* Expert in developing candidate pipeline/database and networks

**Training & Development including Training Evaluation**

* Organizing training programs of internal & external agencies, developing multi skills as per defined standards
* Executing Training schedule as per the Training Calendar and Training Budgeting.
* Training evaluations are carried out with the immediate supervisors.

**Employee Relations and Employee Engagement**

* Managing welfare measures to enhance motivation levels and productivity
* Ensuring prompt resolution of employee grievances to maintain cordial employee relations; addressing and assisting employees’ queries on policies, procedures & processes on a day-to-day basis

**Performance Management**

* Performance appraisal process conducted on yearly basis, reviewing with appraiser and appraises promotions / upgradations / job rotation are given for the performers. Increment withheld, counseling, firing process are also done for the Non-Performers and defaulters.

**Rewards and Motivation**

* Rewards and Motivations are also given for the identified employees.
* Pay Scale revisions are done by taking survey of similar type of companies, local companies and also the expectations of the employees. By analysis the business scenario a presentation made to the management, suggest and recommend new pay of scale. As per the approval from Management, implement the same.

**Risk Mitigation / Assessment / Management**

* Plan resources / Anticipate demands and risk/Troubleshoot
* Predict employee issues and take proactive action before it emerges.

**Exits & Final Settlement**

* Managing employee exits & effectuated retention strategies
* Handling exit surveys and publishing an exit analysis to management



**DEPUTY MANAGER – PERSONNEL : (Apr 2015 to Mar 2016 )**

**Responsibilities**

* Recruitment of employees up to middle level management.
* Handling Union activities. Educating the Union Members continuously on the business environment, best practices and areas for improvements to facilitate them to become change agents.
* Monitor and review absence levels and provide proactive strategies for reducing absence levels to company target
* Handling salary negotiations, payroll system and compensation administration
* Conceptualization and successful execution of day-to-day operational and administrative tasks.
* Implementing Operational strategies and coordinating in implementing productive techniques and systems

**STRATEGIC PLANNING:**

* Formulating strategic plans for the development of human capital in the organization and

strategies focusing on aligning HR with core business

* Conceptualizing and implementing system such as MIS, Competency Mapping method & bench marking system.
* Coordinating with Manufacturing Team to formulate and implement strategies to improve production

**PERSONNEL ADMINISTRATION:**

* + Supervising the activities of time office, generating reports like attendance, leave, absenteeism and late coming etc.,
* Adhering to Labour Laws and formulation & tactful implementation of HR Policies like Recruitment, Training, Wage & Salary, Leave, Termination, compensation, incentive Policies etc
* Registering the establishment and getting renewal of Factory license and getting license for the contractors
* Ensuring the timely submission of returns and statutory payments to govt. as per regulations.
* Conducting Domestic Enquiry / Disciplinary proceedings as per the standing orders of the company with the support of my law profession

**COMPENSATION AND BENEFITS:**

* Processing claims for LTA, Medical Reimbursement, Advance, Leave Payment and Gratuity Settlements
* Conducting compensation surveys pertaining to middle and lower level and responsible for formulating & submitting the proposal to management



**SENIOR OFICER – PERSONNEL ( 2011 TO 2015 )**

**Responsibilities**

* Counselling to employees for reducing the absenteeism rate and for the retention of potential employees.
* Smooth handling of Unions (2 Unions & 800 workmen)
* Maintaining Harmonious Industrial Relations
* Welfare measures in the factory
* Smooth running of Industrial canteen
* Wage and salary administration
* Employees Grievance handling - Counselling workforce to minimize violations and regulations and resolve the issues mutually
* Ensuring statutory compliance with various rules and regulations pertaining Factories. Act, ESI, PF Gratuity and other labour Acts.
* Interacting with statutory and regulatory bodies/ Govt . Agencies Smooth handling of Labour Contractors
* Conducting Domestic Enquiries and Dealing with Labour Court / ID Cases.
* Conducting performance appraisal of confirmed workman.
* Training programme of Fire, First aid, Safety and Job enrichment during the tenure period and development of Organizational culture.

**Achievements**

* Implemented and obtained all statutory compliances such factory license, Contract agreement welfare facilities from scratch.
* Reduced absenteeism by 10% through counselling & disciplinary proceedings
* Successfully handled two VRS without any issues.
* Successfully handled Settlement related to Wages & Bonus
* Successfully handled contract labour issues in the factory
* Formation of safety committee and safety measures to achieve zero accidents
* Implementation of Standing Orders & Industrial Discipline, Domestic Enquires, Settlements, Representation before Labour Authorities, Court Works & Liaisoning with Advocates etc.
* Extensive experience in the entire spectrum of IR functions.
* Have the right approach to deal with the employees systematically according to situations and capable of taking the right initiatives
* Planning, Organising and conducting Training & evaluation for at least 2500 regular employees and about 4000 flexi and contract employees per year ( Need based, Skill based – Both On-job & Class room Training )
* Co-ordinated CSR programs like EYE camp, Blood donation camps with reputed hospitals.
* Support to fix department Strategy map, Responsible for department Balance Score Card and Fix KPIs to all resource persons.
* Coordinating Balance Score Card for Personnel / HR staff and fixing KPIs for everyone in linkage with organisational & department objective



**Officer – Personnel ( 2008 to 2011 )**

**Responsibilities**

* Recruitment, Training & Development
* Shouldering entire responsibility in recruiting Workmen, Apprentice and Flexi labours.
* Responsible for arranging induction training to new recruits for introduction of company system and external training for enhancing the competency level of the existing employees.
* Identifying training needs for the organization
* Preparing Training Calendar and Organizing & Conducting training programs
* Multi Skill Training for Workmen, Apprentice and Flexi labours
* Initiated 5S, QC and Kaizen activities
* Maintain Employee Health Records

**Achievements**

* Manage Recruiting about 1200 apprentices and contract workmen per year to fulfil manpower requirements. Ensure there is NO gap of manpower between actual and requirement.
* Supply manpower with adequate skillset to produce quality products.
* Kaizen / QC awards have been introduced for all employees.
	+ Developed and Implemented Compensation Package for Fitters, Technicians, Electricians & Operators
	+ Coordinated for Implementation of ISO 9001-2008, EOHS 14001 and OHSAS 18001 systems. Become Lead auditor in OHSAS 18001



**SENIOR ENGINEER – PRODUCTION (2008)**

* Managing machine shop operations of manufacturing components
* Effective resource planning for optimising man & machine utilisation, reducing wastes for enhancing productivity and profitability.
* Designing and implementing systems and policies for spearheading Total Productive Maintenance (TPM) initiatives in the organisation and reduce machinery downtime to minimum
* Designing & implementing systems / processes on ERP (Oracle11 & 12i) system to facilitate smooth functioning of production operations & enhance operational efficiency.
* Focussing on optimisation of process parameters and initiating process improvements in coordination with Process Planning & Industrial Engineering Department.
	+ Undergone CNC Menu Programming training at **M/s Voumard, Switzerland.**



**ENGINEER – PRODUCTION ( 2004 to 2007)**

* Implementation of **MANUFACTURING SCHEDULING –** ***In Oracle 11i- ( WPS – I )***
* Production planner for machine shop – Schedules all jobs for different kind of machines at shop floor according to the urgency by utilizing all resources.
* Produced critical & various components viz, Bed, Column, Saddle, Spindle Head, Table on Slideway Surface & Universal Grinding Machines with an accuracy of 0.002 mm/1000 length.
* Designed the process to manufacture main spindles & spindle cylinders to achieve geometric tolerance accuracy of 0.002mm.
* Set up Spline Shaft on Surface Grinding Machines with Spline Grinding attachments.
* Installed Ceramic Grinding Machine (Spindle BT 40 Taper Bore Grinding).
* Undergone a special training on Tools and Tips in ***M/s Widia, Bangalore with Kennametal***

***University, USA.***

**Education**

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| **COURSE** |  | **INSTITUTION / UNIVERSITY** | **YEAR OF** |  |  | **Thesis / Dissertation / Project** |  |
|  | **PASSING** |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Employee Performance Analysis through |  |
| PhD |  | KARPAGAM UNIVERSITY |  | 2014 |  |  | Competency Mapping for Textile Machinery |  |
|  |  |  |  |  |  |  |  | Manufacturing Industry in Coimbatore |  |
| M.Phil |  | BHARATHIYAR UNIVERSITY |  | 2008 |  |  | Lean Manufacturing |  |
|  |  |  |  |  |  |  |  |  |
| MBA |  | INDIRA GANDHI NATIONAL |  | 2005 |  |  | Stress Management |  |
|  | OPEN UNIVERSITY |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| BBA |  | ANNAMALAI UNIVERSITY |  | 2000 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| DME |  | THIRU RAMAKRISHNA |  | 1996 |  |  |  |  |
|  | NALLAMMAI POLYTECHNIC |  |  |  |  |  |
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|  |  |  |  | **Personal Details** |  |  |
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|  |  |  |  |  |
| Date of Birth : | 09th October 1975 |  |  |
| Marital Status | Married |  |  |  |  |  |  |
| Nationality |  | Indian |  |  |  |  |  |  |
| Religion |  | Hindu |  |  |  |  |  |  |
| Languages Known | English, Tamil & Telugu |  |  |
| Expected Salary | Negotiable |  |  |  |  |  |  |
| Availability |  | Immediate |  |  |  |  |  |  |
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| Declaration: |  |  |  |  |  |  |  |

*I hereby declare that the above mentioned information’s are correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.*