***Name: Rajesh*** ***Rajesh.359172@2freemail.com*** ***DOB. 01.06.1962 AGE: 53 years.***

*=============================================================================================****Dynamic Human Resources Generalist, having over 28 years of rich experience in different sectors including Oil & Gas, Engineering & construction, with strong leadership and motivational skills in driving performance Management, highly task focused with demonstrated problem solving, decision making, leadership and team building skills, adding value to the organization.***

**Professional Skills:**

**Organization**

**Multitasking**

**Negotiation**

**Good Communication**

**Dual Focus**

**Conflict Management and Problem Solving**

**Change Management**

***EDUCATION:***

*Graduation in commerce with Master’s in Personnel Management / Industrial Relations in first class from Pune University, India.*

***IT SKILLS:****Extensive software knowledge in PC platforms including Microsoft Office (Word, Excel, PowerPoint)*

***Work Experience:***

***GULF:***

***Dodsal is a Dubai based diversified multinational conglomerate, which operates in the areas of Oil & Gas, Engineering and Procurement, Construction, Exploration and Mining. It is one of the leading EPC players with global footprint over 22 countries employing over 40,000 employees.***

***Manager – HR Administration - Dodsal & Co.***

***Master Gas System Project. Yanbu. -* Client: SAUDI ARAMCO -** 01.12.2014 – Till Date (2 years +)

***Manager – HR Administration - Dodsal Engg. & Const. Pte. Ltd.***

***Habshan-Maqta-Taweelah pipeline project., AbuDhabi -* Client: GASCO - 26.11.12 - 30.11.14 (2 years)**

***Manager – HR Administration - Dodsal Engg. & Const. Pte. Ltd.***

***Ruwais Refinery Expansion Project, Abu Dhabi -* Client: GASCO - 26.02.09 - 25.05.10 (01 year, 03 months)**

***Manager – HR Administration - Dodsal Engg. & Const. Pte. Ltd.***

***Oxy Mukhaizna Project, Mukhaizna -* Client: Occidental, Oman. - 25.11.10 - 25.11.12 (02 years)**

***Manager – HR Administration – Dodsal Engg. & Const. Pte. Ltd.***

***PDO. Qarn Alam Steam Project -* Client: PDO, Oman. - 01.11.07 - 25.02.09 (01 year 03 months)**

***Manager – HR Administration - Dodsal Engg. & Const. Pte. Ltd.***

***JGC Middle East FZE. -* Client: Dolphin Energy Ltd. - 03.05.05 – 18.05.07 (02 years)**

***Main Duties and Responsibilities in Dodsal:***

* *Responsible for strategic and operational objectives for the HR department to meet corporate goals and strategies.*
* *Review the existing HR department set up and implement managed change.*
* *Develop and integrate policies and procedures to maintain high morale and boost performance.*
* *Establish a Recruitment and Selection process to ensure best fit candidates are hired in a timely fashion in key positions.*
* *Responsible for manpower planning, recruitment and selection for all grade levels both white and blue collars.*
* *Ensure Job Analysis, Job Evaluations and Job Description conducted across the organization.*
* *Review existing compensation and benefits scheme and develop solutions to meet existing demands.*
* *Managing the employee relations and providing insight on employment matters.*
* *Responsible for HR data management and integrity.*
* *Ensure all personnel are trained on using the Performance Appraisal system thus boosting the performance system.*
* *Responsible for ensuring compliance with HR governance and managing client relationship with matters related to people management.*
* *Formulate programs, procedures in human resources development and initiatives, for Talent Management, Training & Development and Performance Management Systems*
* *Managing employee reward, wellness and recognition programs. Member of the Incident Management*

*Team*

* *Compensation and benefits (payroll, health and medical care).*
* *Employee relations (grievances, disciplinary and day-to-day administrative HR transactions).*

***Accomplishments:***

* *Implementing of HR manual*
* *Review and amended HR policies*
* *Provide with health and medical services.*
* *Training Needs Analysis initiated*
* *Maintain internal training calendar and liaise with external training provider for related trainings.*
* *Conduct training evaluation and post training effectiveness as per procedures laid down by the department*
* *Develop and maintain effective communication across departments in the organization to ensure there is co-ordinated approach to all policies and procedures implemented.*
* *Conduct induction and orientation programs to new employees in HR Assists with involuntary terminations and reduction-in-force activities as needed.*
* *Conducts exit interviews.*
* *HR department set-up from scratch to ISO 9001 standards*
* *HR policies and procedures development & implementation*
* *Change management strategies & implementation.*
* *HR audit & compliance.*
* *Coaching, mentoring and counseling staff at all levels including senior executives.*
* *Compensation & Benefits.*
* *Cross-cultural work environments.*
* *Organizing and Conducting of Food Committee meeting and maintaining consistency of food quality, hygienic standards in kitchen and mess halls.*
* *Team building, leadership and conflict management.*
* *Vehicle Administration/Journey Management*

***Camp Administration:***

***Set up three full-fledged camps with kitchen & dining in coordination with Civil department.***

* *To manage, coordinate and administer services activities at the camp in the most effective, efficient and timely manner.*
* *Scheduling, organizing and coordinating regular maintenance of all facilities in the camp and of the Utilities Plant ensuring their alignment with the Corporate HSE and Quality standards.*
* *Organizing inspections and checks of the camp, in order to identify the areas requiring maintenance/refurbishment.*
* *Arranging and providing the ad-hoc refurbishment and repair where needed within the camp;*
* *Ensuring that all employees in the camp are provided with the proper living conditions immediately upon their arrival on the camp, as per the international and local HSE and Quality standards and requirements;*
* *Maintaining discipline in the camp*
* *Taking care of the recreation activities in the camp for various nationalities*
* *Overall supervision of housekeeping and Laundry facilities*
* *Landscaping of the garden and beautification of the camp*
* *Taking care of services of proper water supply, Diesel, lighting, pest control etc.*
* *Security Administration*

***Skills:****• HR Department Startup
• UAE /KSA / Qatar / Oman Labour Law
• HR Policies & Procedures
• Payroll Administration
• Talent Management
• Competency Mapping
• Staff Recruitment & Retention
• Employee Relations
• Benefits Administration
• Succession Planning
• Orientation & On-Boarding
• Training & Development
• Performance Management
• Organizational Development*

*Competencies:*

* *Employment law*
* *Remuneration systems*
* *Performance Management*
* *Negotiable skills*
* *Interviewing procedures*
* *Recruiting & staffing*
* *Policy development & documentation*
* *Employee relations*
* *Compensation & benefits administration*
* *Employment safety, welfare, wellness & health*
* *Employment services & counseling*

***INDIA:***

***Fem Care Pharma Ltd. Nashik, India. -*** 28.04.00 - 22.02.04. (03 years 11 months)

***Major Responsibilities:***

* *Protect interest of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.*
* *Define all Human Resources programs and authority/responsibility of Human Resources and line management within those programs.*
* *Assist in overseeing implementation of programs through Human Resources staff.*
* *Work closely with Managers/Supervisors throughout Product Divisions, determining HR and staffing needs.*
* *Assist Managers/Supervisors with layoffs, disciplinary actions, terminations, promotions and transfers.*
* *Recruit through various methods (College Campus interviews, Placement agencies, Employment exchange and advertisements) to ensure good candidate selection.*
* *Interview prospective candidates, verifying employment history, coordinating pre-placement exams, etc.*
* *Prepare offer letters, promotion, termination, suspension letters.*
* *Handle employee complaints, concerns, and disputes.*
* *Conduct enquiries for disputes*
* *Translate or explain to employees complex company policies and rules to ensure understanding and compliance.*
* *Counsel with Managers/Supervisors regarding wage structures and title changes.*
* *Review Performance Appraisals and assist in determining merit increases.*
* *Maintain employee files, training, medical, etc.*
* *Supervise administration of the company’s policies and procedures at all locations.*
* *Prepare and deliver presentations and reports to management regarding human resources management policies and practices and recommendations for changes.*
* *Communicate with Employees on company provided benefits*
* *Conducting Training workshops.*
* *Coordinate employee meetings and functions.*
* *Work closely with Legal Department to resolve employee related legal issues.*
* *Conduct induction and orientation to new and hired employees*
* *Conduct Exit interviews.*
* *Coordinate distribution of service awards.*
* *Coordinate with works committee*
* *Wage negotiations with union for workers*
* *Signed four years agreement with internal union.*

***McDowell & Co. Ltd. Nashik, India***

***Executive - H.R. -*** 02.05.98 - 27.04.00. (02 years)

* *Advise and support all parts of the business on employee relations matters to ensure their effective management. Issues include: disciplinary actions, enquiries, grievances and performance issues.*
* *Conducting a performance appraisal or performance review and reward for performance if an employee meets the desired performance level*
* *Maintaining the legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.*
* *Advises management in appropriate resolution of employee relations issues.*

***Achievements:***

* *Developed Employee Handbook for ease of understanding to employees.*
* *Signed three years agreement with CITU UNION*

***Electronica Mch. Tools Ltd., Nashik, India***

***Sr. Personnel Officer -*** 24.11.94 - 30.04.98. (03 years 05 months)

***Major Responsibilities:***

* *Set up HR from scratch and linked Department’s objectives to Organization’s Vision and Mission resulting in achieving the goals effectively.*
* *Introduced Performance Management Appraisal System*
* *Training & Development of Manpower*
* *Worked with senior level management to create fair and consistent HR policies and procedures*
* *Manage counseling, employees grievance, disciplinary action and dismissal process.*
* *Orient new recruits regarding Company's mission and objectives, and prepare training materials and orientation documents.*
* *Develop performance appraisal tools and maintain records of career progress and career options.*
* *Exit interviews*
* *Repairs and Maintenance of furniture and Building.*
* *Responsible for company's Library*
* *Hospitality for visitors, officers on tour and others.*
* *Maintenance of stock Safety & Fire, Pest Control, Parking.*
* *Building maintenance*
* *Introduced Production linked Performance Management System resulting in increasing profitability by 25%*
* *Represented company successfully on all legal matters both Labor/Civil and obtained favorable verdicts.*
* *Organizing for Campus interviews*
* *Source candidates through social media, referrals and maintaining a solid network of potential candidates within the industry*
* *Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.*
* *Liaoning with Government authorities for statutory compliances.*

***Achievements:***

* *Signed four years wage agreement with Internal union*

***Graphite Vicarb India Ltd. Nashik, India***

***Personnel Officer -*** 25.06.91 - 23.11.94. (02 years 05 months)

***Major Responsibilities:***

* *Introduced Performance Management System and Comp. & Ben. Strategies (Production Linked Incentives).*
* *Training & Development of Manpower*
* *Advice and manage the HR operational aspects of employment issues and problem (including performance, absence, disciplinary and grievance issues, and contentious terminations).*
* *Develop and maintain management information system*
* *Identifies opportunities for improvement and resolves any discrepancies.*
* *Set up career development plans for new hired employees.*
* *Committee member in monthly newsletter of the company.*
* *President of the Welfare committee*
* *Organising cultural programmes and competitions*
* *Conducting salary surveys*
* *In charge of Security functions of the Terminal and Building.*
* *Maintenance of good hygiene levels at canteen, toilets area and first aid centre.*
* *Assisting the Operations head in short listing of contractors and preparation of service contract.*
* *Implemented the practice system of punching system.*
* *Fully comply and cooperate with the company's occupational Health & safety and Environment policies and procedures.*
* *Handling grievance of employees regarding HR issues.*
* *Coordinate and organize the induction Programme for the new recruits.*
* *Arrange for Physical examination, First Aid, Accident Report and other medical attention.*
* *Effective implantation of statuary and non-statutory welfare measures were done.*
* *Liaison with Govt bodies (Electricity Board, Telephones, Customs, PF, ESI and Municipal authorities) for smooth function.*

***Achievements:***

* *Signed three years wage agreement with AITUC union*

***Stovac India Ltd. Nashik, India***

***Personnel Officer -*** 01.07.86 - 22.06.91. (05 years)

***Major Responsibilities:***

* *Provide Professional HR support for more than 300 employees*
* *Designed HR Policy & Procedure - documented, implemented and institutionalized*
* *Reviewed and restructured/developed new structures, enabled their acceptance*
* *Change & Culture Management - Lead and orchestrated organization wide changes, to support company's rapid growth/turnaround, helped to institutionalize desired values*
* *Streamline and expand strategies for Organizational development and implement action plans and work systems in consistency with positive employee relationship*
* *Issue Offer Letters/Employment Contracts according to Company Policies & Local Laws.*
* *Responsible for employee discipline and grievances procedure*
* *Establishment of standard recruitment and implementation of practices and procedures including induction manual*
* *Establishes wages and salary structure for the factory/management staff*
* *Make and implement company policies, performance appraisal reports, employee benefit programs and services*
* *Maintenance of Personal Files(employment contract, leave records, benefits, appraisal, recommendations)*
* *Floor Supervision, safety measures, local purchases, monitoring of time schedule were part of my assigned duties.*
* *Preparation of Monthly Salary (pay rolls and overtime calculations) statements*

***Achievements:***

* *Signed three years wage agreement with SHIV SENA*

***CORE STRENGTHS***

* *Over 25 years hands on experience in handling HR functions and Talent Acquisition in India & GCC*
* *Strategic HR - Ability to integrate HR strategy into business processes resulting in increased profitability*
* *OD & Planning - Restructured various organizations into strategic business units with profitable ventures*
* *Extensive Project Management experience in the GCC region and handling it's related implications*
* *Outstanding organizational & leadership skills in handling Multi-Lingual staff in a Multi Diversified Industry.*
* *Strong human relation skills, including ability to influence and negotiate*
* *Good leadership ability (team building, coaching, mentoring, influencing, change management, advising)*
* *Strong problem solving skills (identify, analyze, research, evaluate, resolve)*
* *Strong communication and inter-personal skills*