Hemant

[Hemant.372460@2freemail.com](mailto:Hemant.372460@2freemail.com)

**Senior Human Resource Professional**

SUMMARY

* *Strategic professional who deploys participative management style in fast-paced, diverse workforce.*
* *Proactive change agent who spends time in employee environment encouraging learning and employee engagement.*
* *Excellent team builder on personnel issues and employee-relations programs*

CORE COMPETENCES

**HR Functions**

###### *Talent Acquisition / Compensation:*

* Timely mobilization of manpower & ensuring cultural fit.
* Developing / implementing new recruitment /selection policies as per staffing requirements.

###### *New Systems, Policies and Strategic HRM:*

* Devising new policies, interpreting existing policies, implementing Government instructions / statutory requirements etc.
* Counselling/ grievance handling of the employees to maintain a healthy work environment.

###### *Performance Management System / Career Planning*:

* Handling Performance Appraisal process
* Initiating rewards & recognition programmes & implementing incentive system.

###### *Employee Relations and Retention:*

* Implementing employee friendly HR Policies including Induction, People Engagement Practices, Attrition analysis, HR MIS Generation.

PROFESSIONAL EXPERIENCE

Manager Human Resources, Feb 2010 – Present

Voltas Limited, Doha, Qatar

*(Reporting to the Director Operations MENA region)*

(**Voltas is India's largest air conditioning company, and one of the world's premier engineering solutions providers,** executes electro-mechanical projects, including ***air conditioning*** and ***refrigeration*. Website: www.voltas.com)**

* Talent Acquisition **-** Ensure continuous availability of manpower across all levels (white collar and blue collar) as per the manpower mobilization plans of the region across all projects
* Business Support **-** Manpower Planning, Forecasting and Budgeting, Mobilization and Demobilization Cost Projections & Control.
* Compensation and Benefits **-** Maintain balanced compensation structure to avoid disparity. Ensure administration of benefits as per the policy
* Performance Management System
* Capability Development for staff & workmen & Competency Mapping
* Work closely with the line management and employees to improve working relationships, increase productivity and retention.
* Managing monthly payroll inputs
* To pre-empt IR issues and corrective action, managed 4500+ workmen set-up in Qatar
* Welfare and engagement activities for workmen.
* Created in-house workers training programs ranging from first-line technician to Foreman.
* Established comprehensive employee conflict resolution processes which resulted in building an atmosphere of trust and understanding with the employees.

\* HR MIS covering recruitment, turnover, employee retention, recruitment cost, and cost-savings efforts, also on employee morale and motivation.

Other responsibilities include;

* Entire Visa process
* To suggest Insurance schemes for Staff & Workmen which suites the Industry requirement.
* To ensure Sports / Cultural activities & celebrations are arranged at least twice a year
* Oversee administrative responsibilities including Labour camp matters / site administration
* Local ethics counsellor for Qatar region

Achievements in the present job

* Hired staff (white collar) from India, Egypt, Lebanon, Philippines, GCC Countries and more than 1500 workmen (blue collar) from India, Nepal, Philippines, Sri Lanka and Bangladesh within very short span of time
* Reduced attrition rate by creating a detailed employee engagement programme, which has since been adopted as a regional standard.
* Improved employee engagement score year-on-year
* Reduced cost through exhaustive cost analysis and updated policies.

Cluster HR Manager (Mar 2008 to Oct 2009) - L & T - ECC, Chennai, India

*(Reporting to VP-HR)*

(Larsen & Toubro is a major technology, engineering, construction, manufacturing and financial services conglomerate, with global operations in over 30 countries. Website: www.lntecc.com)

* Recruitment including Campus recruitment
* Manpower Planning in consultation with the respective BU Head
* Maintain HRMS
* Performance Management System; Mid-Term & yearly review & feedback to Staff
* Compensation & Benefit Management
* Co-ordinate with the Resource Department for effective mobilization of manpower
* To coordinate with Training department, to organize Training programs with-in the Cluster & summarize feedback on Training sessions.
* Timely Demobilization of Contract Staff
* Visits to all project sites to attend employee concerns

Administrative Officer (Jun 2004 to Mar 2008) - Voltas Limited, Dubai, UAE

*(Reporting to the DGM-HR)*

* Visa process ( well-versed with UAE Labour Laws)
* Statutory compliance, coordinate with PRO for Labour / Immigration department for various matters
* Worked at Projects like JBR, Wafi City & Etihad and independently managed HR & Admin responsibilities
* Labour welfare at Project sites & Camp Administration for 2000 workmen
* MIS for- Manpower Statistics / Manpower cost – Budgeted to Actual & Overtime details
* Effectively developed Training Modules for Admin staffs.
* Drafted the Administration Manual, which was accepted as a Standard document for all Projects in U.A.E.
* Implemented Biometric Attendance system for Staff & Workmen and various Cost Control methods.

Sr. Personnel Officer (Sep 1995 to May 2004) – Sanghvi Movers Limited, Pune, India

*(Reporting to the GM-Legal & Administration)*

(Sanghvi Movers Limited is the largest crane rental company in India and ranked 6th largest in the world by Cranes International .They execute turnkey projects, providing expert technical manpower. Website: www.sanghvicranes.com)

* Responsible for recruitments
* Performance management system
* Reward & compensation management
* Employee engagement activities
* In-charge of payroll department
* Statutory compliances
* Industrial relations - Union Agreement./ settlements
* Labour Contract System at various sites ,all over India

OTHER APPOINTMENTS

Magic Electronics Ltd., Goa, India

Personnel & Administration Officer (Jan 1995 to Aug 1995)

B.G. Techno Associates, Nagpur, India

Asst. in Personnel Dept. (Aug 1993 to Dec 1994)

EDUCATION / PROFESSIONAL CERTIFICATIONS / AFFILIATIONS

* PG Diploma in Labour Studies (PM), Regional Labour Inst. (Govt. of Maharashtra Enterprise)1993 (Two years full time)
* Degree in Commerce - Nagpur University - 1991
* Cleared TOEFL – January 2005 (80%), IELTS – February 2006 (6.25)
* Registered Welfare Officer under Maharashtra Welfare Officer (Duties, Qualification & Service Conditions)
* Online certification on Strategic Management from Copenhagen Business School – 2016
* In process to complete SHRM-SCP certification

COMPUTER SKILLS

* + - Operating systems such as Windows
    - Word processors such as MS Word & spread sheets such as MS Excel
    - Presentation Skills such as MS Power Point
* Used specialized Packages developed for HR Department in SAP