****

**NARENDER**

[**NARENDER.373840@2freemail.com**](mailto:NARENDER.373840@2freemail.com)



**JOB OBJECTIVE**

I am a people friendly adroit HR Professional with **12 + years** of experience. Expert in manoeuvring employee’s skills with Organisational goals to achieve desired result with utmost quality and timeline. Have been a brand of trusted advisor supporting all areas of strategic HR including; **\*\***Talent Management, Innovated Compensation and Benefit Plans, Simplified PMS, Strong Supporting Business Planning, Change Management, Leadership & Finesse and Strategic HR Plans into actionable HR projects to support business initiatives and objectives. Result oriented, excellent level of analytical and problem solving skills, exceptional ability to perform high quality staff work with attention to detail, consistently handled positions of increased responsibility­­­­.

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| **AREAS OF EXPERTISE**  Recruitment & Selection  Talent Management  Compensation & Benefits  HR Database & Documentation  HR Operations  Performance Appraisal  Training & Development  Policy & Procedure  Statutory & Legal Compliances  IR & Administration  Contract Administration  Employee Welfare  Effective Cost Management  Process Improvement & Automation  General Administration  Excellent Facilitator  Media & Public Relations | **PROFILE SUMMARY**  **Samruddha Jeevan Multi State Multi Purpose Co-operative Society Ltd, Noida as AGM HR (PAN INDIA) - April/15 - July/16( For better opportunity in UAE)**   * Plan, co-ordinate with all functions / departments and develop the respective hiring plans (Manpower Planning) for each function / department. * Engage with business leaders to jointly agree on the number of people to be recruited, their profiles and the time frames for the same. * Design, implement and ensure the hiring process is implemented. * Negotiate and finalize compensation package as per Delegation of Authority. * Ensure all positions are filled within the defined timelines. * Use local channels like campus recruitment, job fairs etc. to fill local level jobs at minimum time and cost. * Define the on-boarding content and process and ensure implementation across all locations. * Manage relationships with vendors (Recruitment Agencies, on-line channels) to ensure availability of best services. * Ensure continuous development and performance measurement of sources of recruitment to ensure the hiring cost remains within budget and timelines. * Identify and define standards for continuous improvement of hiring and pre-process trainings. * Monitoring and recommending corrective actions on drop outs and improving the On Boarding process. * Engage with potential vendors to understand the technology system and its implementation. * Present the system benefits to management for approval and lead the execution team for pilot testing. * Maintain effective relationship with managers and officers within the function ensure teamwork with related functions. * Ensure that staff are developed, trained, motivated, evaluated for job performance and compensated fairly. * Ensure proper staffing in areas of responsibility. |
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**ORGANIZATIONAL EXPERIENCE**

**April/15 - July/16 Samruddha Jeevan Multi State Multi Purpose Co-operative Society Ltd, Noida - AGM-HR (PAN INDIA)**

**Samruddha Jeevan is a Multi State Multi Purpose Co-operative Society Ltd with more than 500 branches and 6000 associates spread across India. Highly considered for its financial services, at the District and Tehsil level for products such as investment plans, systematic investment plans, recurring deposits, fixed deposits, savings account, loan and daily collection scheme. In addition, Society has sister concerns viz; IT, Media both print and electronics, Construction & Real Estates, Hospitality, Education and Aviation to its forte. Has been responsible for :-**

* Have been instrumental in sufficing right size of manpower which was lying vacant since long time in the Organisation.
* Accountable for recruitments of all leadership positions in operations, analytics, quality, process improvement, operation support & enabling functions (Facilities & logistics, technology, finance, taxation etc) roles PAN India. Hiring across verticals & domains (F & A, insurance, utilities and healthcare etc).
* Collaborating closely with business leadership for estimating exact requirements and thereafter strategizing effective staffing plans.
* Personally leading the search for all senior strategic hires. Defining the sourcing mix to minimize cost and maximize delivery.
* Participation in job fairs, travelling extensively and organizing walk ins (Mysore, Chennai, Chandigarh, and Bangalore & Pune) to meet the growing need of the business successfully.
* Handled executive search and head hunting for candidates. Developed sourcing strategies through cost effective channels such as social media, market research and continuous talent pooling.
* Mentoring team members to achieve individual and organizational goals. Ensure recruitment process is properly structured to meet the
* ever changing demands of the business needs through proper allocation of job responsibilities to team members.
* Defining and implementing the HR roadmap based on HR Strategy and its short and long- term goals.
* Formulate and drive an effective employee engagement strategy for the HO and Branches to improve employee retention and engagement.
* Develop mechanisms to work with the functional heads on identifying the critical and 'at risk' employees and work towards their retention.
* Work with the Regional Heads, Project Heads, Site HR & Admin to implement company policies & priorities.
* Give clear picture of performance report to the Directors.
* Provide real-time and accurate information to Directors on the pulse of the employee groups; anticipate the business needs on HR issues and work on providing solutions proactively.
* Drive and manage all employee queries and grievances in a timely and mature way.
* Administering end-to-end employee life cycle for (approximately 6000 employees for entire PAN India) the entire organization with direct reporting to the HR HEAD.

**Skills:**

* In-depth knowledge of employment law and HR practices with a solid track record in managing/advising on complex/sensitive legal

Issues as well as considering the impact of new legislation and devising new HR policies and procedures.

* Ability to negotiate and lead discussion with managers, employees, employee’s representatives and other statutory bodies.
* Strong change management and coaching skills.
* Strong interpersonal and communication skills.
* Excellent PC skills in MS Office (Excel, Word & PowerPoint).
* Has the ability to effectively present information and respond to questions from employees, managers and others.
* Can work independently and possesses good decision making skills.
* Ability to handle multiple priorities and ability to travel.

**PREVIOUS EXPERIENCE**

**Feb/13 - April/15 - (2.3 Years) Elvy Lifestyle/Stalwart Lifestyle Pvt Ltd/Stalwart Overseas (Gurgaon/Noida - Manager HR)**

* Responsible for end to end fresher, middle level and leadership hiring. Meeting stiff hiring timelines and targets.(Recruitment for functions such as Store managers/AM’s for Luxury lifestyle products, Merchandisers hard goods, fashion designers hard goods & Textile, ware house managers, corporate sales, sales & marketing, operations and cashiers).
* Collaborating closely with business leadership for estimating exact requirements and thereafter strategizing effective staffing plans.
* Personally leading the search for all Senior Strategic Hires. Defining the sourcing mix to minimize cost and maximize delivery.
* Participated in job fairs. Travelled extensively and organized walk ins to meet the growing need of the business.
* Responsible for end to end recruitment process that involved sourcing, screening, interview scheduling, offer negotiation, offer closure, on boarding.
* Recruited for diverse skills such as finance, HR, quality, networking and other supporting roles.
* Determining training needs of employees & organize training programmes & obtaining trainee feedback for assessing the effectiveness of training programmes. I myself deliver lecture on HRD, leadership, Motivation, Morale, Time management and Team building.
* Handling Performance Management System. Annual performance appraisal and increment process of employees and identifying scope for enhancing the same.
* Prepared maiden HR Policy for the Company without any assistance of consultants.
* Periodically assess & implement Compensation & other benefits. Designed a compensation structure for all segments of employees and implemented centralised salary system and rationalised the Grades and Designations.
* Formed Gratuity Trust with LIC of India for the Company.
* Employee welfare &, their engagement activities through organizing various HR initiatives like Cultural Get-together, Games, Slogan Competition, and Health check up camps and lectures. Responsible for driving Employee Engagement Activities, Employee Relation and Satisfaction Surveys.
* Developed strong liaison with Labour Office, PF/ESI Office & other Govt. offices & getting all relevant records / data inspected through various concerned authorities. Handling the employees to maintain a healthy work environment and facilitating Employee Satisfaction Survey and development activities.
* Responsible for all over administrative works includes Office Admin, IT Set up, Security, Guest Houses, Workmen Compensation, Insurances, Contract, Benefits, Resources, Procurement & Vendor Management.

**Sep/11 - Dec/12 - (1.4 Years) Exl Service India Pvt Ltd. (Noida - Assistant Manager HR)**

**Recruitment:**

* Resourcing talent, preparing data bank & providing staffing services to various stakeholders.
* Executive search and head hunting for candidates. Screening and updating existing database.
* Short listing of candidates and conducting preliminary interviews.
* Scheduling, coordinating interviews & follow ups.Head hunting & resourcing.
* Arranging interviews, salary negotiations and constant follow up with client on the ongoing recruitment process and for newer requirements.
* Won ‘Best HR Personnel Award’ for extraordinary support provided in year 2011 & 2012.
* Benchmarking a record-setting improvement in staff retention due to the success of employee-development and morale-building programs.

**Performance Management:**

* Assist in coordinating and improving the company performance management programs.
* Educate managers and employees on correct practices, ensuring standards are adhered to and all documentation is complete.
* Assist in driving a performance culture, by ensuring smart objectives are set and reviewed.

**Learning & Development:**

* Manage employee and management development and learning activities for allocated population.
* Coach and guide managers to develop management and leadership capability, maximize employee potential and promote career development.
* Facilitate site/functional Resource Groups, develop succession plans and facilitate career development activities and talent management.

**Mar/07 - Sep/11 (4.7 Years) HCL Technologies Pvt Ltd. (Noida as Lead Executive-Human Resource)**

**Recruitment:**

* Manage the development and implementation of staffing strategies to ensure effective recruitment, screening, selection and retention of qualified employees, using practices that are consistent with company policies.
* Develop staffing plans with managers to develop employees, manage talent, and ensure succession planning.
* Conduct interviews, recommend candidates and consult with hiring mangers either directly or through subordinates.
* Ensure hiring practices are in accordance with internal controls and policies while flexible enough to support market pressures and variation.
* Head hunting, competency mapping, full life cycle recruitments.
* Recruitments for profiles from mid to manager level across functions.
* Accountable for the delivery of candidates to meet the demand based on the recruitment plan.
* Supply/source profiles from across all channels for all advanced analytical skills.
* IT recruitments across levels - SE,LE, Tech Lead/Project Lead/Technical Manager,Sr TM,Sr PM, GPM,AGM etc.
* Handling end to end recruitment lifecycle, conducting events across locations for mass hiring and plan strategies for niche skills.
* Sourcing profiles & screening CV’s and conducting HR validation and job fitment.
* Identifying candidates on the basis of technical requirements, scheduling interviews and verifying candidate’s credentials & career expectations.
* Planning, organizing & coordinating walk-in interviews for different requirements.

**Performance Management:**

* Assist in coordinating and improving the company performance management programs.
* Educate managers and employees on correct practices, ensuring standards are adhered to and all documentation is complete.
* Assist in driving a performance culture, by ensuring smart objectives are set and reviewed.

**Learning & Development:**

* Manage employee and management development and learning activities for allocated population.
* Coach and guide managers to develop management and leadership capability, maximize employee potential and promote career development.
* Facilitate site/functional Resource Groups, develop succession plans and facilitate career development activities and talent management.

**Sep/04 - May/06 - (1.9 Years) HCL Technologies Pvt Ltd. (Noida as Sr.Executive) - Employee First SPOC**

**Recruitment:**

* Resourcing talent, preparing data bank & providing staffing services to various stakeholders.
* Executive search and head hunting for candidates. Screening and updating existing database.
* Short listing of candidates and conducting preliminary interviews.
* Scheduling, coordinating interviews & follow ups.Head hunting & resourcing.
* Arranging interviews, salary negotiations and constant follow up with client on the ongoing recruitment process and for newer requirements.
* Won ‘Best HR Personnel Award’ for extraordinary support provided in year 2011 & 2012.
* Benchmarking a record-setting improvement in staff retention due to the success of employee-development and morale-building programs.

**Performance Management:**

* Assist in coordinating and improving the company performance management programs.
* Educate managers and employees on correct practices, ensuring standards are adhered to and all documentation is complete.
* Assist in driving a performance culture, by ensuring smart objectives are set and reviewed.

**Learning & Development:**

* Manage employee and management development and learning activities for allocated population.
* Coach and guide managers to develop management and leadership capability, maximize employee potential and promote career development.
* Facilitate site/functional Resource Groups, develop succession plans and facilitate career development activities and talent management.

**June/03 - Sep/04 - (1.4 Years) Convergys (Gurgaon as Customer Care Executive) - Employee First SPOC**

**Recruitment:**

* Resourcing talent, preparing data bank & providing staffing services to various stakeholders.
* Executive search and head hunting for candidates. Screening and updating existing database.
* Short listing of candidates and conducting preliminary interviews.
* Scheduling, coordinating interviews & follow ups.Head hunting & resourcing.
* Arranging interviews, salary negotiations and constant follow up with client on the ongoing recruitment process and for newer requirements.
* Won ‘Best HR Personnel Award’ for extraordinary support provided in year 2011 & 2012.
* Benchmarking a record-setting improvement in staff retention due to the success of employee-development and morale-building programs.

**LANGUAGES KNOWN**

**ENGLISH & HINDI**

**ACADEMIC QUALIFICATION**

**10th STANDARD - ASSAM RIFLES PUBLIC SCHOOL - SHILLONG - MEGHALAYA- INDIA**

**12th STANDARD - ASSAM RIFLES PUBLIC SCHOOL- SHILLONG-MEGHALAYA- INDIA**

**BACHELOR OF ARTS - (LUCKNOW UNIVERSITY) - INDIA**

**POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT - (IMT GHAZIABAD)-INDIA**

**MANAGING CONTRACT LABOURS**