# **RAJAGOPAL**

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**~ Senior HR Management Professional ~**

Strategic Management ⦁HR. Public Affairs ⦁ Corporate Planning

**Professional Précis**

* Result oriented HR and Corporate Professional with nearly 23+years rich experience in **Strategic HRM, Public Affairs, Public Relations, Government Engagement, and Labour& Statutory Legislations.**
* **E**xcellent in project management procedure &systems.
* Experienced in implementing HR Systems and Policies; organising & conducting Training Programs geared towards enhancing employee productivity and building committed teams, analytic software packages.
* Resourceful in planning, strategising, decision making and implementing abilities with demonstrated success in handling HR / IR issues as well as change management projects.
* Excellence in managing for the set up of facilities with the accountability for strategic utilization & deployment of available resources to achieve organizational objectives.
* Adept in creating an environment of team work, handling grievances, mediating workplace disputes and evaluating procedures & technology solutions.
* Experience in recruiting & retaining appropriately skilled and professionally qualified candidates of highest quality with optimum cost in minimum time.
* Deft in offering a full range of end to end talent attraction, resourcing and manpower planning services designed to place the right person, for the right job, at the right time.
* Effective communicator with good interpersonal & relationship management skills and hands on experience in training and development of subordinates.

**Proficiency Matrix**

**Strategic HRM**

**HR Policy Formulation**

**Strategic Recruitment & Selection Planning**

**Reworking / Resourcing**

**Compensation/ Benefit**

**Personnel Administration**

**Systems Implementation**

**Quality Management Systems**

**Company Liaisoning Marketing Intelligence Organization Service
Market Approach Program (MAP)
Industrial relations
Employee Profiling Services**

**Management Systems**

**Appraisal Process**

**Policies and Procedures**

**Team Management**

**KPIs / Target Goal Setting**

**Training&Development**

**Experience Narrative**

**From May 2016-March 2018 as GM-HR& Corporate Affairs withSutlej textiles and Industries ,Thane Mumbai**

**Significant Highlights:**

* Regulating the need for staff complying with company standards, which lies as a major challenge before such a domain due to the shifting trends in the textile sector post-demonetization.
* Recruiting temporary and permanent staff as required based on the construction matrix and providing them advanced training to ensure faultlessness both on and off at project locations .
* Managing employee payroll, benefits and compensation with employee self-service options in a totally automated environment.
* Communicating with employees under the various committee forums.
* Resolving disputes including grievance handling and industrial relations.
* Evaluating performance on quarterly basis and linking with KRA/KPI parameters and also to the training need analysis.
* Making sure that site facilities are suitable and well-maintained complying with safety and statutory standards.

**From Jan 2014 Till April 2016, principle Consultant HR/Public affairs& Independent Training Professional with Respublica Consulting (**[**http://www.re****spublica.in**](http://www.respublica.in)**), Representing Edelman Consulting for South India (**[**www.edelman.com**](http://www.edelman.com)**) covering Kerala, Tamil Nadu, Hyderabad, Karnatka etc. Clients include Oil&Gas, Heavy industries, Manufacturing, Logistics, and Supply Chain ,Textiles ( Precot mills, Lakshmi mills, GTN group )etc.**

**Significant Highlights:**

* Lead consultant to Project Management, HR, Public affairs domain in assisting the clients in strategic advisory,liaisoning, implementing corrective measures, planning &coordination,Quality improvement techniques, higher level government engagements &managing relationships with Trade&industry groups, local community,media&political audience.
* Identifying issues &forming hypotheses and solutions, recommendations to clients and implementing the same.
* Necessary assistance to for the client to carry out the project with ease along with the team, including analysts and informing the progress to make the client updates.
* As an Independent Training professional I have been assuming the role of designing, customization and execution of training modules according to the client domains, where I have embarked upon giving value addition to the said programme through the latest trends by adding psychometric testing applications in the programmes. These were inherited due to my exposure on ISTD/ASTD/CIPD Academics which has enhanced the career value of the training programmes.
* Advice and guidance on the applicable regulations and procedures for doing business and setting up Industries in India.
* Providing market intelligence and sector overviews by carrying out Surveys within the framework of the Market Approach Program of the Company, track relevant sectors, study target companies and provide support to identify partners in India.
* Well Networked with SiTRA and SIMA bodies and also ha es few union negotiations and also was active with their Publication on Productivity across textile mills which was published .

 **From Dec 2011- Dec 2013 as Independent Consultant-Strategic HR& Corporate Affairs,-SCG Kochi/Bangalore(Catering to Toyota, Chevrolet, Bharatbenz dealerships across Kerala) as full time consultant.**

**Significant Highlights:**

* Providing an advisory and consultancy service to staff and management on a range of human resources issues, procedures and policies consistent with employee standards, legislations and guidelines.
* Liaising with human resource department staff in ensuring the effective high quality delivery of the service.
* Undertaking internal reviews, coordinating external reviews and advising on related process as needed.
* Providing an efficient and reactive consultancy service to staff and senior management.
* Conducting investigations and research info reclassification, classification and advancement submissions and preparing appraisal reports of employees.
* Undertaking quality assurance checks liaising with external consultants and management to ensure effective meeting of guidelines and standards.
* Identifying, reviewing and advising on tasks related to recruitment process and employment strategies to meet human resource requirements.
* Coordinating and participating as a selection panel member in recruitment process, including selection, appointment process and preparing reports.
* Analysing people relating metrics, trends and making recommendations to HR department for any action.
* Managing all activities in association with formation related to employee perception surveys.
* Working with HR team member to ensure to ensure effective meeting of organisation objectives through collaboration, openness and personal development.
* Developing, interpreting and evaluating human resources operation guidelines and policies.
* Liaising with other agencies regarding the issues related to procedures and policies of human resources.
* Investigating, researching and preparing brief notes or reports on new policies, procedures and practices of human resources to ensure accurate service delivery.
* Undertaking special projects related to issues ofhuman resources.
* Keeping up current issues and new developments of human resources through job rotation programs.
* Conducting HR audits and implementation of Balance score card (BSC) for some specific clients.
* Soft skill training ,MDP and training on latest legal/HR compliance
* Background verification services
* Industrial relations advisory role and third party negotiations, discussions.
* Vendor listing for the outsourcing roles in all operational departments.
* Promoted the entity under Strategic consulting group, a proprietorship concern
* Provide resourceful information on the local market and business opportunities by identification and analysis of market-sector combinations which provide opportunities for the company.
* Monitoring the economic, political, regulatory and legal framework, gathering and analyzing information on developments or changes in policy issues that interest the company across sectors and industries

**FromMay’06- till Nov 2011in Middle East assignments at UAE/Saudi Arabia.**

**Significant Highlights:**

* Instrumental in interfacing with management and Department Heads for implementing HR policies & procedures in line with core organisational objectives.
* Liaisoning with SAMA (Saudi Arabian Monetary Agency) in implementing financial guidelines across private entities.
* Identify potential customers and their needs, promote our offer, suggest various services adapted to their needs.
* Initiating and assisting trade promotion activities helping the company to participate in group events (exhibitions, seminars, conferences, business meetings)
* Steered manpower planning &requirements according to the needs of the organisation, keeping in the view the market and the financial aspects.
* Established procedures for management of companys human resource department. Determine and enforce through functional groups  legal and regulatory requirements as relates to Saudi local regulatory agencys compliance in accordance with current regulations.
* Responsible to contact the outside council for all legal employment issues.
* Instrumental in improvising the employee satisfaction percentage of our Company by assuring job security, opportunity to use skills and abilities, recognition for the performers, enhancing benefits like medical and retrials, enhancing compensation.
* Worked towards giving appreciation, rewards & recognition, offered financial incentives, other prize to improve the morale of employees in our company.
* Rendered HR orientation for new joiners and appointed a buddy for the employees to address their concern. Visit them during their on-job training to make them feel approachable.
* Organised career development initiative for the Saudis to develop skills on English, computers and electronic courses and the best talent was sponsored for overseas training and further education.
* Planned and implemented the middle management concept in our Organisation to streamline operations and service.
* Successfully streamlined Organizational hierarchy with Middle Management.
* Achieving Saudiazation percentage with handicapped employees.
* Steered a gamut of operations viz. HR functions, training, quality, and operations of IT department.
* Concluded the oracle suite implementation within the group 15 companies & ensured MIS strategy reporting structure incorporated for the board /directors.
* Deftly guided and mentored a total workforce/staff around over 4000.
* Successfully streamlined 3-tire recruitment set up by the TQM way for the corporate recruitments (domestic & International) within the various centres.
* Built a corporate training centre for Management Development and the CAC (Competency Assessment Centre).
* Conceptualized a reward and recognition scheme among the various categories of employees, an incentive linked program.
* Received recognition from DQG Group for 'HR Best Practices.
* introduced Employee assessment centres,which have paved the way for a more interactive evaluation of employees at all levels
* Incentives for field personnel linked with performance on target achievement accomplished.
* Corporate training plan introduced which is again linked to quarterly evaluations
* Employee welfare schemes introduced to have in-house financial assistance, including educational assistance for kins of the company employees.

**Jan97-Apr06 with Veritu InfoTech Ltd, Bangalore as Head (HR & Corporate Affairs)**

\*With 2years ME experience (Qatar)

**Significant Highlights:**

* Identify, develop and maintain a network of qualified local contacts in companies and governmental offices, business links, leads, counterparts and agents and maintain good relations with a view to the abovementioned tasks.
* Successfully devised and reviewed HRM "Best Practices".
* Distinction of devising aground-breaking HRIS system, which merged Payroll and Human Resources with Employee Self Service.
* Recognized for creating online skill-building programs for managers in 6 state locations as a cost cutting measure.
* Received the Young Manager Award from BMA.
* Steered the core work group iniatives, role model for teal leader concept, project incentives introduced.
* Distinction of introducing the employee promotion schemes on global standards, employee consultative schemes with rewards introduced.
* Drove employee exchange programmes across global institutes started, employee branding(trainer the trainer concept etc
* Southern HR conclave mooted at Bangalore for all HR professional from the southern states for which i was involved to convene the forum ,where i was involved in major role with BMA

**Preceding Assignments**

**Apr93 - Dec96 with Mather & Platt (India), Engineering Division, Pune as Group Manager (HR& PA)**

**Project Training down with PBM polytex,( Patodia Textile group ) Eurospin industries , Calicut , Janardhanan mills ,UppiLipalayam ,coimbatore**

**Academia**

* MBA (HR& Marketing) from Madurai Kamaraj University, Chennai.
* Diploma in Training & Development from ISTD,(ASTD) New Delhi
* B.Sc. from Kerala University
* LLB (labour Laws) from Mahatma Gandhi University
* PGD in HR /Systems Management from Symbiosis, Pune
* PGD in IR & HR Management from S.P. Jain Institute, Mumbai

**IT Skills**

* Proficient at **People Soft& Oracle ERP,Microsoft ERP**Applications and HRIS

**Professional Trainings Attended / Certifications**

* SPICE/CMM Training.
* Project training in Industrial Relations from Travancore Cochin Chemicals, Udyogamandal.
* Advanced training on HRD aspects - NIPM, KMA & Productivity Council, Kerala /Bangalore.
* Advanced training on Mental Ability test (Psychometric Testing) from National Institute of Industrial Research & Development, Chennai.
* ISO 9000 - Total Quality Management of India & Bureau of Indian Standards.
* ITES (information technology evaluation survey) for employee Performance in software productivity.
* Lead Assessor for ISO Certifications(ISO 9001-2015)
* PMP Certified
* Professional certified coach (PCC) from ICF (International coach federation) USA

Personal Dossier

Date ofbirth : 07.12.1970

Languages know: English, Hindi, Tamil, Malayalam