

**YOGESH**

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**Synopsis:** A dynamic and focused professional worked in fortune 500 company with over 30+ years of multifunctional manufacturing experience with EPC company L&T and Oil & Gas company in the field of HR and Corporate Services; proficient in formulating HR policy and System Designing.

**Professional Competencies**

* Planning and organisational skills.
* Proficiency in HR management and administration.
* Skill in organisational development.
* Action oriented high initiative level.
* Quick decision making and excellence in crisis management.
* Analytical and innovative mindset.
* Inspiring leadership with positive attitude and exceptional motivating ability.
* Strong communication, interpersonal and presentation skills.
* Adaptability with changing work environment.
* Ability to perform under stressful conditions and adverse situations.

**Employment History**

**M/s Yadav Construction – EPC contractor for Reliance Refinery – Jamnagar, India**

( December 2016 to present)

Lead Advisor – Projects (non- Technical Area) workforce 1250 manpower

Responsibilities :

Total gamut of HR, Administration, Finance, Liaison, Interaction with internal & external authorities.

**Reliance Corporate IT Park Ltd. (Reliance Group - Refinery Division), Jamnagar**

# (October 2001 to March 2016)

Brief : **Reliance Corporate IT Park Ltd,** is Reliance group company consist, combination of professionals of all different areas like Projects, Finance, HR etc. Company get flexibility to mobilize the core team for starting of any new projects or for the new development.

# General Manager - HR & Corporate Services

Responsibilities

* Formulation and implementation of HR policy
* Manpower planning (Manpower strength is 6750)
* Induction and Orientation to New Joinees
* Payroll and MIS
* Management of Compensation & Benefit
* Hiring till separation processes thru SAP
* Contract Labour Management
* Headed a team of 6 HR professional and 4 Corporate Services professional

Achievements

* **Successfully handled two refinery projects and one project of land loosers of refinery**
* **Project based manpower planning and budgeting**
* Lead of the team for smooth transition to Shared Services of HR activities.
* **Liaising with local, state Govt. authorities.**
* Member of a team for designing & implementation of integrated HRIS, payroll integration system in the company on SAP

**Larsen & Toubro Ltd (Heavy Engineering Unit), Hazira (Gujarat)**

# Sr. Executive - Personnel & HR (June 1988 to September 2001). I joined company since inception of the plant. (Total Manpower 1000 worker + 400 staff)

Responsibilities

* Project based assignment
* **EPC project Management (ONGC offshore)**
* **Liaisoning with local govt. authorities**
* Recruitment, induction / orientation and training.
* Manpower budgeting and planning.
* Handle salary & wage administration, compensation & benefits.
* Managing employee relations & IR.
* Formulate exit interview with feedback MIS reporting to management

Achievements

* Assisted in three union settlements and three salary revisions.
* **Handled two EPC project of ONGC offshore Platform with HR & Administration aspects**
* Worked as Project Leader in designing, development & implementation of HR systems & procedures for the works.
* Team member to handled a strike called by the union.
* Coordinator of the committee for implementation of senior management development program for the group.

# Shri Ambica Mills Limited, (Composite Textile Mill), Ahmedabad

# Checker – Personnel (May 1980 to June 1988)

Responsibilities

* Manpower planning.
* Salary & wage administration.
* Handling employee relations.
* HR functions.
* Time Office Management

Achievements

* Effectively functioned as an important chain between Management & the Union.

**Education**

* **Post Graduate Diploma in HRD** from South Gujarat University, Surat
* **B Com** from Gujarat University, Ahmedabad

**Computer Knowledge**

* Familiar with MS Word, Excel, Power point, FoxPro, Unix, Oracle, Informix, SAP and Internet.

**Personal Particulars**

* **Date of Birth:** 18 July 1956
* Languages: English, Hindi and Gujarati