



Name

Senior Executive, PSU

A: xxxx

T: +91 xxxx

M: xxxx

L:

PROFILE

A result focused and sapient professional, offering an extensive cross-functional experience in the fields of operations, administration & contact labour management of establishments. Experience in managerial roles of 10+ years and completed projects worth millions of rupees. Expert at gathering, analysing and defining business and functional requirements.

SKILLS

- ✔ Contractual Manpower Planning
- ✔ Settling Industrial Disputes
- ✔ Strategic Negotiations
- ✔ Interviewing expertise
- ✔ Labour Law Compliances
- ✔ Employment Law Knowledge
- ✔ Employee Relations
- ✔ Human Resource
- ✔ Payroll Expertise
- ✔ Performance Management

QUALIFICATIONS

MBA

IIT Delhi (2011)

B.Tech (I.E)

NIT, Jalandhar (2006)

LANGUAGES

ENGLISH

HINDI



TIMELINE

2011- Till Date

Xxxxx

In Charge Contact Labour cell and Industrial Relations

2009-2010

Bharti Walmart India Limited (Gurugram)

Management Trainee

2006-2008

Wendt India Ltd., Murugappa Group (Mumbai)

Marketing Head

2005-2006

Hindustan Motors India Limited (Pithampur)

Design Trainee



EXPERTISE

WORD

MANAGEMENT

EXCEL

OPERATIONS

SAP

INDUSTRIAL

RELATIONS



WORK EXPERIENCE

Industrial Relations and Contract Labor Cell Specialist

Assumed the Employee Relations Leadership for xxxx with an emphasis on employee & Labour relations for two of the Largest Government Organisation's manufacturing plants in India.

- Responsible for developing and maintaining positive working relationships with both management and union to foster harmonious Labor and Employee Relations environment for **4000+ labours**.
- Conduct **audits** of labour relations policies & procedures to ensure consistency in application & did **Collective Bargaining Agreements**; ensure rules, regulations and corporate compliance.
- Responsible for managing and conducting **grievance hearings**, memorandums of agreements and settlements with 10+ union leaders collectively in both xxxx and xxxx manufacturing plants.
- Develop and manage training programs regarding major policy changes, regulatory compliance to safeguard rights of labours; monitored their **Provident Fund** related grievances with contractors.
- Led a team of 7 members to conduct thorough, **confidential investigations** of complex employee issues, provide written case summaries, recommended course of action with effective resolutions.
- Act as the **negotiations** co-chair for the plant negotiating team for Jhansi and Bhopal plant, which resulted in a new contractual agreement for over 1000 employees to devise a **new wage structure**.
- Prepare and review disciplinary and non-disciplinary adverse employment actions such as letters of suspensions, admonishments, removals and performance improvement plans.
- Assure adherence of **welfare policies**; investigated and documented union grievances and other contractual matters through the grievance process; reduced dissatisfaction rate by **18%**.
- Liaised during JCMs with the top union leaders, **represented** xxxx HR & member of standing committee to finalize contract documents and take actions to implement necessary requirements.
- Analyzed, checked and resolved **duplicity of gate entry passes** for all the labours by linking their ID's to Aadhar card and implementing biometric attendance system.



OTHER SKILLS

- Xxxx
- Xxxx
- Xxxx
- Xxxx
- Xxxx