Inderdeep Mann

AM -Human Resources

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Role Objective: Result Oriented HR professional

**PROFESSIONAL SYNOPSIS**

***Experience Profile:*** 12 years of experience in Human Resource Function in companies of repute .Currently working as **AM -HR ( Anu Industries ltd- Manesar)**

***Core Competencies and Professional Skills***

* **Training & Development**
* **Talent Management**
* **Employee Engagement Program as per Event Calendar**
* **Expert in aligning individual goals to Business goals.**
* **Formulating HR systems and policies to meet people & organizational expectations**
* **General Administration of Canteen and Guest House and Horticulture**
* **Contract Labor Management**
* **Managing Unions &Shop-floor employees proactively.**
* **Expert in handling reward and recognition Schemes**

##### CAREER PATH

 **May ’2017 – Till Date as AM -Human Resources in Anu Industries Manesar ( JP Minda Group )**

* Contract labor management
* Time Office activities and Administration
* License renewal like Fire NOC , Factory License
* Training Coordinator for the plant and actively involved in training in various areas like soft skills, management skills
* PMS – Complete Reward Cycle
* Complete Recruitment cycle
* Policy Formulation and HR Manual Development as Support Assistant to Corporate Head HR
* Audit Certification and Customer Requirement as per Customer
* Section Head HR in JAY NIKKI INDUSTRIES LIMITED new Joint venture of ANU with Nikki Korea
* Employee Engagement as per Event Calendar

** July ’2016 – Jan 17 DM -Human Resources in Uniparts India**

* Training Coordinator for the plant and actively involved in training in various areas like soft skills, management skills
* Training Effectiveness as per Donald Kirkpatrick
* Performance Management on Balance Scorecard
* Rewards and recognition like Suggestion Scheme - 1 suggestion per employee per month
* Employee Engagement as per the Event Calendar – 1 event per month
* Employee recognition schemes like Employee of the month and activities like Quality Circle coordinating
* Daily circulating HR pack of the day-a motivator pack which includes thought for the day, daily training , birthday and motivational story
* Company Magazine UDHAAN

**Key Responsibilities:**

** March ’2013 to June ’16 as AM HR in Federal Mogul Power Train**

* Training and Development- Increased training hours to 12 man hours per person per year also initiated full day training program for workers
* Formulated Visual Training Modules
* Managing e- learning on Cornerstone platform
* Developed Mentor - Mentee Concept in Federal Mogul
* Quality Circle Coordination in the Organization – Increased no of Quality Circles to 21 per year and Started Quality Circle competition among all the 7 sheds in Patiala
* Performance Management - Online goal formulation and appraisal on yearly basis on cornerstone platform
* Initiated Kaizen Scheme by converting all Red tags identified into Kaizen
* Coordinating Education and Training pillar under TPM
* Managing Legal formalities under Apprentices Act, 1961
* Managing Industrial relations and interactions with unions
* Managing Disciplinary matters and conducting departmental enquiries
* Managing Contract Labour ( Recruitment & Legal implications)
* Corporate Social Responsibility in the adopted village
* Coordinating Safety Walk and Making Safety Gallery
* General Administration of Guest House and Horticulture

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 **Jan 2010 to Feb 2013 as Sr. Officer HR in Rockman Industries ltd Ludhiana**

* Complete Training Cycle -for Both Auto Chain and Auto Hub achieved targets of 56 hours per person per year
* Performance Appraisal on Balance Scorecard
* Preparing Visual training Modules.
* Developing Concepts like- HR pack of the day and MERA SATHI / Employee referral scheme .
* Employee Satisfaction Survey.
* Suggestion Scheme coordination ,raised suggestion to 1 suggestion per employee per month
* Job Description Formulation in the Organization as per guidelines given by OMAM consultants
* Managing Engagement Activities as per Event Calendar
* Representative for the Integrated Quality Management System in the department for certification under ISO/TS :16949 :2009 and ISO 14001:2014
* Quality Circle Coordination
* Event Calendar
* Skill Mapping and Identification Skill gap of employees

** Sep 2006 to Dec 2009 as Executive HR Continental Carbon India ltd**

* Coordinating Operational Excellence Program
* Competency Mapping
* Dip Stick Survey for measuring employee satisfaction
* Representative for the Integrated Quality Management System in the department for certification under ISO/TS :16949 :2009 and ISO 14001:2014
* Performance Appraisal on KRA and Identifying High Performers in the organization and initiating their development plan
* Compensation Benchmarking by Watson Wyatt
* Closing Annual Appraisal on bell shape graph

***Professional Credentials:***

MBA (Master of Business Administration) from Punjabi University Campus (2004-2006)

Certified 16PF assessor

Certified Compensation & Benefits Manager

Undergone Train the Trainer Course under AIMA

Certified Internal auditor for ISO/TS :16949:2002

**Personal Details:**

Date of Birth: 30th  Dec’ 1978

Address: 83 /4 C, Model Town Patiala

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