Rajiv Kumar Tiwari

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Kalkaji, New Delhi, India-110019.

**Curriculum Vitae**

**Subject: Application for the post of "Sr. Manager, HR & Industrial Relations in your esteemed organization.**

A result oriented HR Professional with **16.03 years** of broad experience in HR & Industrial Relations with operations and management and currently associated with **Reliance Jio Infocomm Limited** hold the position of **Manager- Sate IR Lead of Region** Being key partner in the business processes, the deliverables include devising HR IR Strategy, Performance management process improvement and cost rationalization with HR Compliance. Closely worked with Top management for strategy and implementation, have been an effective team leader with excellent interpersonal & relationship management skills.

**Key Result Area’s**

HR/ IR Strategic Planning • HR/ IR Policy, Process & Systems Design

Industrial Relations • Employee Engagement & Relations

Learning & Development • Performance Management

Compensation management • HR Compliances

Process improvement & optimization • Litigations /Court cases

**Academic & Professional Records:**

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| --- | --- | --- | --- |
| BORAD /UNIVERSITY | Examination | SCHOOL / COLLEGE | YEAR OF Passing |
| UP Board, Allahabad | High School | SGST, Intermediate College | 1989 |
| UP Board, Allahabad | Intermediate | SGST, Intermediate College | 1991 |
| Purvanchal University, Jaunpur | B.A. | T.D.P.G. College, Jaunpur | 1995 |

PROFESSIONAL QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| PROFESSIONAL COURSE | INSTITUTE | YEAR OF PASSSSING | Division |
| PGDBM | Purvanchal University, Jaunpur | 1996-1997 | IInd |

**Specialization: Personnel Management & Industrial Relations;**

Project Undertaken: Study of Personnel Functions of IFFCO

**Professional Experience**

(In chronological order)

**PRESENT ASSIGNMENT:**

**Reliance Industries Limited** Since April, 2016 

Reliance Industries Limited is the largest private sector corporation in India with annual revenue of US$ 62.2 billion and net profit of US$ 3.8 billion. The Group's activities span hydrocarbon exploration and production, petroleum refining and marketing, petrochemicals, retail and telecommunications. Reliance Industries Ltd is India's first private sector company to feature in Fortune Global 500 list of 'World's Largest Corporations', currently ranking 114th in terms of revenue & 155th in terms of profit. RIL strives to be a product and service leader across its industries, a great work-place and above all, to create value for its stakeholders and society.

## **Designation: Manager- State IR Lead**

**Location: Ranchi, Jharkhand, India**

**Accountability Cluster:-**

Major Activities / tasks:-

Provide adequate HRBP support to the business to ensure a smooth HR experience to the end employee relations. Provide inputs to Business and HR leadership on optimizing workforce utilization to ensure adherence to budgets. Develop and monitor a resource plan for the year in consultation with business to ensure resource optimization. Timely confirmations, transfers, exits and letter generations to ensure 100% compliance with HR processes. On boarding employees to ensure effective orientation of the new joinee. Provide Employee Relations support to the business to effectively resolve employee relations and performance management issues. Ensure adherence to timelines to ensure smooth running of the processes. Consult business to improve diagnose organizational performance issues. Timely redressed of all concerns raised by employees by following grievance procedures.

**Industrial Relations:**

Adopt best prevailing Labour practices ensure normalcy at sites, no work stoppage/unrest, no litigations/court cases.

Advise site IR team members regarding compliance guidelines/processes for smooth operation.

Monitoring the team on day to day basis to ensure that compliance clearances are given within the stipulated time. Accident & compensation management.

1.1 Enforcement of various Labour Laws, Amendments, Exemptions and other directives issued by the Govt. from time to time.

1.2 Contract Labour Management - ensuring compliances and Cess payments, health/hygiene/safety/welfare/amenities of contract labour and demobilization as the case.

1.3 Liasioning with Govt. authorities focusing on Contract Labour, EPF,ESIC and other Law Enforcement Agencies/Department s, Courts & local self Govt.

1.4 Attending litigation, strikes, work stoppage s, crisis management, reply to show Cause Notices, Inspection s & attend Industrial Disputes, court cases, litigations, grievance redressal, disciplinary cases, accident cases, Vendors payment clearance etc.

1.5 Arranging Training Workshop, interactive session, Seminar on amendments, Labour reforms etc. to educate and motivate the people.

## **Larsen & Toubro Ltd. ECC Division**

**Designation: Asst. Manager – Personnel & Industrial Relations** 13th June, 2011 to 07 October, 2015

Division: (B&F. IC.)Airport & Commercial 

**Location: Mumbai Cluster (India)**

Job Responsibilities: - Maintain relationship and alignment with leadership on HR issues, assist in planning and roll-out of employee engagement programs, co-facilitate on-boarding, mentor team with the objective of ensuring a swift turnaround time for HR processes and services, driving a culture of performance and improving HR experience of employees.

Promotes and implements human resource values by planning and managing human resources programs  
Promotes and implements human resource values by planning and managing human resources programs  
• Implementation and administration of Human Resources policies, programs and practices.  
• Leads the development of department goals, objectives and systems.  
• Develops and monitors Human Resources annual budget.  
• Establishes and leads staffing practices and procedures necessary to recruit and retain an effective workforce.  
• Develops and implements training and development initiatives to address current capabilities and future training needs, including on-the-job operational training, department special training, management development, new hire orientation and onboarding.  
• Plans, develops, implements and administers programs, procedures, and guidelines to help align staff with the strategic goals of the company.  
• Leads the implementation of a performance management system.  
• Develops and implements compensation strategies and structures that align with company goals.  
• Ensures the provisions of cost effective benefits plan; monitor benefits environment for cost savings.  
• Directs a process of organizational planning that evaluates structure, job design, and personnel resources for the company. Ensure optimal staffing levels.  
• Directs a process of organizational development that addresses issues such as succession planning, workforce development, key employee retention, organization design, workflow efficiency and change management.  
• Formulates and recommends Human Resources policies and objectives for the firm that will establish a positive employer-employee relationship and promote a high level of employee morale and motivation, and that comply with policies, procedures, programs and laws.  
• Develops strong working relationships with other Executives, management and staff, providing advice, guidance, and coaching as needed.

Industrial Relations: Development and implementation of Industrial Relations strategy for units, Reviewing and finalizing industrial relations policy for projects depending upon business/location, maintaining cordial relations with employee's organizations, Influencing government policy formation through employers' organization. Building competency in employee relations within the group, Establishing and retaining an effective network of IR/ER fraternity with the organization an outside and managing statutory compliances at project sites;

Mobilization of project site, arrangement of staff and workmen accommodation and vehicle for transportation, Recruitment of local workmen and casual staffs, Maintain of labor allocation, attendance card, register etc., Making of wages pay roll and arrange for payment, Making of EPF, ESI, and professional Tax statement for workmen, First aid and medical for workmen and staff. Workmen full and final settlement for workmen, Workmen full and final settlement, staff payroll details for H.O. staff transfer correspondence, Arrangement of making labor license and workmen compensation. Gate pass arrange for staff and workmen, any other related job for staff and labor welfare. Preparation of budget for the section in coordination with the HOD project Ensure contract workers are paid as per Minimum Wages Act Ensure statutory compliances as per various acts of Indian Labour Laws, Maintain regular Industrial activities like dealing with contractors, monitoring of contractual statutory records, workman compensation policies, labor Licenses, muster roll and other various statutory norms, Responsible for preventing any union formation by taking care of employees and advising their grievances. To provide guidance and support to contractors engaged at all site in statutory compliance / documentation and ensure harmonious industrial relations. To educate, create awareness and take proactive measures / actions to minimize / reduce misconduct indiscipline, To consult various consultants ant and legal experts appointed by the company in case of disputes and ensure organizational interests are taken care., Responsible for liaising with various government officials and labour offices., Responsible for keeping up to date with current IR legislations and ensuring the same updated in the organizational Human Resource policies, Creating IR related awareness and setting up trainings, seminars, safety, health camps and other welfare measures for contract workers at site in order to maintain amity relations. Ensure employee health and welfare activities are taken up and maintenance of all records according to the provision of the acts, Liasioning with labour inspector / labour department, coordinate during their visits and ensure total statutory compliance,, To educate and guide contractor's / employees / witness to ensure proper recording of statement in order to avoid any legal complications/prosecution, Responsible for resolving or redressing all employee grievances and initiate with any suggestion schemes or employee assistance programs, Responsible for keeping track of issues in industries & other local areas and ensure preventive actions are taken, Prepare monthly MIS reports and exception report, specifically highlighting & escalating (wherever required) the policy related / operational issues to be implemented at the site and providing suggestions wherever necessary.

**PODDAR Developers Ltd** 06th Feb., 2009 to 10th June, 2011 

**Designation: Manager HR & Administration**

Location: Mumbai, India

Key Responsibilities: Job Responsibilities: KRA's: Administer compensation, benefits and performance management systems, and safety and recreation programs, Identify staff vacancies and recruit, interview and select applicants, Allocate human resources, ensuring appropriate matches between personnel, Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits, Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, and administering disciplinary procedures, Advise management on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.

1) Recruitment, Selection and Induction: Drive and Coordinate the recruitment and selection process, Selection of recruitment channels including drafting of recruitment advertisements and liaison with agencies, Validate/Develop and review position descriptions on an ongoing basis, Screening of employment applications for suitability against job descriptions, legal compliance and adherence to company policies, Scheduling of interviews, conducting first screening interview, Negotiation and preparation of offers and employment contracts, Conduct HR portion (Company history, benefits, rules etc.) of the induction program.

2) Compensation and Benefits: Compensation: Payroll verification prior to payment into employee's bank account, Implement structured performance appraisal and adequate evaluation method and ensure annual increment exercise completed in a timely and correct manner, Maintain salary management system including evaluation of new job, Ensure promotion letters, increment letters, and other relevant letters are provided to employees in a timely. Initiate local C&B data collection and to co-ordination with Group HR on necessary changes, prepare the Budget's documents for the different departments, Benefits / Welfare, Create and Maintain Employee Handbook and updates, Providing necessary support and advice to the employees on the various benefits plan and claim process, Manage relationship with external benefits plan provider including change of provider and renewal negotiations on premium, Filing of insurance claims and ensure reimbursements from insurers on a timely basis,

3) Training and Development: Discuss with department managers to identify and recommend training needs for different job types, Preparation of annual training plan with line managers, Coordination of internal and external training, Maintenance of training programs and records, Manage and monitor the budget for Training and Development, Ensure all development actions are effective and are in line with the business and individual development needs.

4) Termination and Exit: Prepare termination / resignation letters, Managed the entire termination process, Conduct Exit Interviews, Calculate severance payment, Close social insurance and run through resignation checklist of items belonging to the company; Handle retirement and termination employee,

5) Employee Data/ HR Systems: Maintenance and update of Employee Personal Files in the HR System (including filing of hard copies), Gather, update and prepare monthly HR reports for submission to management and Group HR, Ensure that all jobs have a updated job description, Handle leave schedule and conflicts.

6)Policies: Providing support in the formulation and review of company policies and procedures manual, Ensured policies are updated on a timely basis and meet statutory requirements of local labor law as well as the needs and requirements of the operation, Ensure compliance to Group HR policies and procedures,

7) Employee Relations & Safety: Build up positive corporate culture to strengthen employees' morale and enhance the engagement of all staff in the organization, Oversee company outings, trips, events etc, Oversee quarterly communication meetings for all employees, Manage and implement Reward and Recognition programs, Handle employee grievance and disciplinary procedures and escalate them to the appropriate party where necessary, Handle Line manager and staff communication & negotiations.

8) Liaise with Group HR to share and implement HR best practices and responsible for the budgeting of personnel cost on yearly basis and ensure all spending is in line with the budget.

Industrial Relations:

Development and implementation of Industrial Relations strategy for units, Reviewing and finalizing industrial relations policy for business/units depending upon business/location, Maintaining cordial relations with employee's organization/s, Influencing government policy formation through employers' organizations. Building competency in employee relations within the group, Establishing and retaining an effective network of IR/ER fraternity with the organization an outside and managing statutory compliances at project sites;

**Patel Engineering Limited** 03rd June 2006 to 21st Jan 2009 

**Designation: Dy. Manager (HR)**

Location: **Rishikesh**,(Uttaranchal) India

Key Responsibilities:

Talent Acquisition:-Head hunting, Reviews resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements. Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications and skills,  
Control, maintains and updates manpower plan, Ensure all vacancies are filled with the suitable candidates within the targeted time, Ensure all recruitment policies, procedures and techniques are adhered to  
Managing the recruiting life cycle consisting of selection, offer, negotiation, closing and administrative components of the process in line with the company guidelines and compensation policies.

HR & Operations:-

Responsible for decision making and both day to day management and strategic direction of the organization, Develop and implement an annual agenda for HR strategy in line with the business plan and HR plans support the needs of the business but are also flexible enough to cope with changes in the organization, as and when they occur, Provide information and reports on data such as staff turnover, references, cost per hire, training hours per person, etc., Conduct training needs analysis and designs and implement a training plan with input from business heads. Manage costs to budget, all staff receive appraisals in accordance with company policy and monitor probationary periods, Co-ordinate recruitment throughout the company through management of a recruitment team/HR team. Build relationships with recruiters, draft briefs, set up interviews where necessary. Interview senior hires when necessary, All Job Descriptions are kept up to date, create new JDs as and when necessary, Deal with any performance or grievance issues in a legally compliant and professional way, Monitor sickness absence, Ensure all policies and procedures are up to date and legally compliant, Provide day to day advice to line managers on all human resource issues: management of staff, remuneration, etc., Review all staff salaries and make recommendations for pay rises in consultation with dept. heads. Implement any increases and promotions, Maintain a succession plan for all departments, Involvement in all redundancy consultations, Ensure payroll is completed accurately and to deadline, Conduct occupational health referrals and providing pastoral support and advice to employees.

**Gammon India Limited** 03rd April 2003 to 12th May 2006 

**Asst. Manager II-Administration**

Location: Mumbai, India

Key Responsibilities:

Overall administrative control of the site which includes local recruitment, retrenchment, staff welfare, PF/Bonus/terminal benefits of workmen, compliance of statutory obligations, drafting replies to notices received from statutory labour authorities, courts, advocates; settling Workmen's Compensation Claims, Insurance matters, holding negotiations with unions/ representatives of workmen, annual maintenance contacts, etc; liaison with department of labour commissioners, local police, local civil administration. Providing uniformity in disciplinary actions & conducting domestic enquiries as part of disciplinary procedure, managing Contract labor. Trade Union Statutory Compliance, Successful negotiation, Employment Grievances & Harmony, Labour Laws Compliances Arbitration, Labour Court for amicable settlement, Manpower Handling, Statutory & Legal Compliances related to various Labour Laws & Industrial Disputes, Attending Industrial & Labour Courts in various matters Manage daily IR related issues.

***Administration:*** Planning, Organizing & Controlling of all administrative activities for smooth running of project sites which includes: Staff Welfare, Liasioning, Statutory Compliances, Insurance, Hospitality, Industrial Safety &

Health, Security, Housekeeping, party services, transportation & mess facility;

*Personnel:* Supervision for Leaves, attendance, salary disbursement, & reimbursements at site, and

And managing leave records.

*Liaison/IR & Agreement:* Liaison with Govt. Department for statutory compliances Like: EPF, ESI, Police, hospitality, labour dept. etc. & need to take care for local agreements like: Land, labour, petty-cash, contractor, machinery & material hutment etc.

*Routine:* To check and certifying the bills and payments with respect to Company polices, and legal compliance

of all the vendor/suppliers and consultants for construction project.

*Workmen Compensation -* Handling the accidental cases at site, immediate arrangement for First Aid, arrangement for Hospitalization. Formalities for Insurance & Claims with the coordination to Head office  
*Site Recruitment:* handle the Jr. Level Local recruitment at site with coordination to Head office and project head and submission of joiner's documents.

*MIS Reports:* Preparation of MIS and submit to Head Office and simultaneously assisting project head for compiling the monthly progress report of the site and submitting same to management.

**Polycab Wires Pvt. Limited** 11th May 1999- 05th March 2003 

**Designation: Sr. Executive (HR)**

Location: Daman, Union Territory, India

Key responsibilities:

Determining manpower requirements & analyzing the jobs for job description & specification, competence & skill mapping. Recruitment & selection, medical examination of the candidate's before his employment. Induction of employees & developing training programs for operative, junior Executive's lectures & classes for clerical personnel's organizing supervisory training programs, notice, etc. Arranging annual semi-annual, appraisal forms, performance counseling. Developing promotion policy &working out promotional chart for transfer and job rotation grading jobs in relation to each other's, formulating wage scales for the jobs graded. Providing uniformity in disciplinary actions & conducting domestic enquiries as part of disciplinary procedure, rendering assistance to line managers on hindrances cases, setting up mechanism for redresses of employee's grievances, complying statutory requirements as required in labor laws. Standing Order Formulation and Certification as per factory Act.

Taking exit Interviews and analyzing the voluntary quits to take remedial action for voluntary attritions. Maintained exquisite relationship between management & Workman through based on works committee. Liaison with government departments, local bodies, educational institutions, etc. Provide Welfare activities such as canteens recreation facilities, transportation, housing accommodation, first aid, etc. Managing security system & time Office related activities, providing a Good housekeeping, managing Contract labor. Introducing effective rest pauses for improving employees' productivity.

Educating to employees of health & safety & providing of sickness, disability, accident & retirement benefits through insurance & other schemes. Keeping & formulating check list for carrying out annual personnel audits. Analyze of personnel research & Surveys on organizational interests. Arrange for the proper documentation of training as required under ISO 9001: 2000 system.

***COMPUTER LITERACY:***

I have been working in a computerized environment since 1996. I have depth knowledge of M.S OFFICE application. I have worked on various ERP systems as SAP, ORACLE, and EIP.

Languages Known: English, Hindi.

Present CTC: – 794660 INR

Expected Salary: As per Industry Norms.

Notice period: 3 Month

### **PERSONAL INFORMATION & FAMILY BACKGROUND:**

I am a married man belongs to Hindu-Brahmin family and birth place is at Jaunpur, Uttar Pradesh. My two children's one daughter and one son both are studying. Father is retired principal in Govt. Intermediate College, District Jaunpur, and Mother and Spouse are housewives.

Note: Any other information required would be provided as per requirement.

Name : Rajiv Kumar Tiwari

Father's Name : Shri Lal Chandra Tiwari

Date of Birth : 01.03.1975

Sex : Male.

Marital Status : Married

Permanent Address : H.O. No. 174s

Village/ Mohall a : Baragaon

Post : Nibhapur.

District : Jaunpur

State :( Uttar Pradesh)

Pin code : 222204

Nationality : Indian

Passport No. : H 9387632

Mobile No. : +917388793108

**Date: Signature of the Applicant**

**Place:**

**Encls: (Rajiv Kumar Tiwari)**