

POSITION APPLIED FOR : **PLANT HEAD**
FUNCTIONAL AREAS : HR, IR, LEGAL & ADMINISTRATION



PERSONAL DETAILS

Name : D. Rama Subba Reddy
Date of Birth : 04/06/1964
Mobile : +91 9916783393 / 9980195041
Email : drsreddy1964@gmail.com
Residence : Bannerghatta Road, Bangalore, Karnataka State, India.

Languages : English, Hindi, Kannada, Telugu & Tamil.

CAREER OBJECTIVE

Post Graduate with 28 years of experience in multi-functional areas—Human Resources, Industrial Relations, Legal & General Administration with multi-sector organizations of Infrastructure (Green field Projects), Engineering, Construction, Pharmaceuticals, Textiles and Industrial products both at plant and corporate level, seeks an Industry to demonstrate the skills to handle entire gamut of HR, IR & Admin activities towards the growth of organization.

KNOWLEDGE & KEY SKILLS

- **Recruitment** – Identifying talented manpower, sourcing, recruitment and ensuring end to end process of recruitment;
- **Training & Development** – Identifying training needs, scheduling training calendar, engage trainers, organize training programs, feedback sessions and evaluate effectiveness of training.
- **Contract Labour Management** – Sourcing & managing of contractors and compliance with CLM. Planning & monitoring of contract manpower requirement, optimizing manpower, control of over time, ensure smooth disbursement of wages and benefits,
- **Trade Union Management** – Settlement for creating amicable environment in the industry; negotiation with union office bearers & employees for work related issues, discipline and IR Issues.
- **Disciplinary proceedings** – Preparing charge sheets, warning memos and conducting domestic inquiry for misconducts as defined in the Company's Certified Standing Orders.
- **Grievance Management** – Employee counselling / grievance handling to maintain a healthy work environment and facilitating employee satisfaction in the industry.
- **Legal & Court matters** – Handling strikes, lock outs, worker disputes and court matters. Appointing and coordinating with local lawyers.
- **Liaison with Govt. Departments** – Representing before the statutory bodies for conciliation on behalf of company for the matters related to Factories, Labour, PF, ESI & Pollution Control Boards.
- **CSR Activities** – Identify and plan the events for CSR programs in and around the factory premises, Community programs,
- **General Administration & Facilities Management** – Administrative support for functional departments allocating workstations, Meeting Rooms, Transport, Logistics, Travel Desk, Guest House, Hotel bookings for guests, Courier, Mail Room, Security, Housekeeping, Garden, Cafeteria, Health Centre.

COMPANY, ROLE & RESPONSIBILITES

- I. Company : **BADVE ENGINEERING LIMITED,**
(Auto-Ancillary Industry with workforce of 1850 and Staff 550)
Location : KIADB Industrial Area, Narasapura, Kolar Dist, Karnataka (70 KMS from Bangalore)
Designation: AGM – HR & ADMIN.
Tenure : 6.08.2015 TO 20.12.2016 – 1 Year 4 Months.

Role & Responsibilities:

- HR Management and Administration in the role of Plant HR Head at 3 plants within the radius of 15 KMS.
- Management of 16 labour contractors with the workforce of 1850 contract labour and staff – 550.
- Drive business strategies for effective implementation and ensure periodical review.
- Support production line managers to administer workforce in line with organizational needs and strategies.
- Formulating and implementing strategies for smooth manpower management-planning, deployment, engaging labour contractors and renewing agreements.
- Staff - Monthly Performance Bonus (MPB) – Review monthly performance data, prepare, approve & process performance linked bonus, ensure timely payment of MPB to staff, and adapt staff retention strategies.
- Contract Labour - Annual wage revision and Implementation in compliance with Labour Laws; Ensuring smooth implementation of wage revisions, shop floor discipline and redressing employee grievances.
- Compliance to statutory provisions for all 3 plants – Monitoring and timely submission of returns in compliance with Factories Act, Labour Act, PF & ESI, Environmental & State Pollution Control Board.
- IR & ER Activities at all 3 plants – Effective liaison with Govt. authorities, local bodies, police & jurisdictional authorities and ensure cordial relation with social organisations & associations, media and political leaders.
- Training & Development – Formulating TNIs and Training Calendar, Identifying Trainers, Organizing & evaluating programs.
- Plant Administration – Monitoring Housekeeping & Security, Transport & Logistics, AMCs & Agreements, OHC & Canteen facilities, Guest House, Travel Desk, Courier & Mail Room, Facilities for new joiners during induction and hospitality for guests.
- Supporting to Cross functional teams for new business developments.
- Support the Management in transformation of organization in line with the strategies and creating the right human capital for business growth.

- II Company : **SAPA EXTRUSION INDIA LTD.**
(MNC Aluminium Fabrication Unit with workforce of 650 contract workmen and 375 staff on company rolls).
Location : AP Industrial Infrastructure Corridor, Kuppam, Chittoor Dist, Andhra Pradesh,
Designation: AGM – HR & ADMIN.
Tenure : 12.05.2014 TO 31.07.2015 – 1 Year 2 Months.

Role & Responsibilities:

HR, IR & ADMINISTRATION

- Responsible to design, plan and implement human resource strategies for plant with the guidelines of Corporate Office.
- Lead the company-wide Manpower Planning process to anticipate the short-term and long-term manpower requirements.
- Deliver the required manpower requirements through effective recruitment program implementing process for Manpower optimization, Planning & Budget, Sourcing, Training & Development, Performance evaluation, Confirmation, Job Rotation, Promotion, Increment, Separation, Full & Final Settlements.
- Develop and implement a competency-based training & development curriculum meant to improve staff competitiveness and productivity at Plant.

- Design & implement a competitive compensation and benefits plan, structure for the company and conduct regular review of the same.
- Develop and implement an integrated performance management system covering performance at all levels from organizational down to individual.
- Develop and implement effective Employee Engagement processes and programs which include employee communication, discipline, employee recreation, scheduling town halls & management conferences with employees in Shop floor.
- Reward and recognition, Compensation surveys benefits, Career management and retention strategies.
- Administer and implement corporate policies relating to recruitment, compensation, benefits, IR, employee relations, health and safety programs.
- Plan, implement and control CSR projects to enhance company's existence, image/competency and profitability.
- Responsible for IR issues and Employee Grievances in the Plant - Counselling, Disciplinary proceedings, Domestic enquiries, Conciliation proceedings and Settlements as per certified standing orders of the Company.
- Play pro-active role in ensuring harmonious employee relations from time to time and keep close vigilance on employee activities in the plant.
- Identifying and engagement of Legal Counsels, Attending to conciliation & adjudication proceedings, implementation of Industrial/Arbitration awards.
- Representing management before labour court for hearings and settlement of labour disputes and maintaining cordial relations with the concerned bodies.
- Administration of Contract Labour under Contract Labour Act and other applicable labour laws.
- Effective liaisoning with Govt. Bodies - Factories Dept., State & Central Labour Depts., EPFO, ESIC, Local Police, Revenue and Panchayat representing Company before the Statutory Authorities in conciliation.
- Responsible for effective administration at Factory location and facilities management including Canteen, Guest House, Security, Transportation, Medical Facility, Infrastructure, logistics, mailroom, internet & telecommunication system, inventory control, Statutory compliances, Legal and Liaisoning.
- Responsible for Plant Safety norms, environment, health & welfare facilities under Factories Act.
- Ensure strict vigilance on functioning of Security, Visitors movement, Control on men and material movement, close monitoring of CCTV Control Room to ensure protection of company's property at all times.
- Responsible for various Customer, Quality & Statutory Compliance Audits ensuring that all activities are consistent with set standards, policies and procedures & make sure that non-conformances found during quality audits are rectified and corrective actions are implemented.
- Closely monitor and control all Time Office functions - Attendance Management (biometric system), Salary Administration, Absenteeism and Overtime at plant.
- Timely engagement of contractors at factory for supplying men and materials & ensure documentation and compliances as per the Act.
- Support, facilitate and manage the process of FRRO Registration, VISA formalities and travel arrangements for Global mobility team from China, Japan, UK, USA and Denmark.
- Handling company property matters such as surveys, registrations and tax payments.
- Ensure maintenance of landscaping, gardening, canteen and guest house management at multiple locations.

III Company : **PRECOT MERIDIAN LTD.**
 (100% EOU in Spinning & Hospital Cotton with total workforce of 1350)
 Union Male workers: 650, Casual Male workers: 180, Female Casual workers: 520)

Location : Sevamandir, Hindupur Taluk, Anantapur Dist, Andhra Pradesh,
 Designation: Senior Manager - HR & IR.
 Tenure : 3.06.2013 TO 31.07.2014 - 1 Year 1 Month.

Role & Responsibilities:

- a. In the Role of Unit Head - HR and IR Management for 2 Spinning Mills – Synthetic & Cotton Process, 1 Double Yarn Twisting Unit and 1 Color Processing Unit within the radius of 25 KMS in multi-states.
- b. Contract Labour Management of 5 labour contractors with the workforce of 550 contract labour both Male & Female. Drive business strategies for effective implementation of business strategies and HR Policies
- c. New HR Strategies – Studied existing HR Policies and developed strategies by identifying and researching human resources issues; contributing information, analysis and recommendations to organization for strategic direction; establishing human resource objectives in line with organizational objectives.
- d. Manpower optimization - Restructured the production lines – Synthetic and Cotton process; Implemented strategies for optimizing manpower process-wise. Consolidated manpower by job rotation and reducing the casual workers.
- e. Union Activities - Managed organizing workers union election in a peaceful atmosphere, concluded negotiation of long pending Bonus issue with Union post election, Designed and effectively implemented Voluntary Retirement Scheme (VRS) for age old workers from the unionized category. Ensure smooth disbursement of VRS Amount and prompt & timely resolution of employee grievances, maintaining discipline & harmonious working environment across all employee levels in the Unit.
- f. Negotiation & Long Term Settlement – Negotiated long pending Bonus Issue with Union for settlement within the time frame of 2 months. Simultaneous process of concluding collective bargaining process for wage revision.
- g. Represented the management in court hearings for settlement of labour disputes and concluded two long pending labour cases in the Labour Court at Kurnool maintaining cordial relations with Labour Department and Office Union bearers. Attended to all disciplinary, conciliation & adjudication proceedings & implementation of Industrial / Arbitration awards.

IV Company : **GMR INFRASTRUCTURE LIMITED – GMR Group.**
 (Infrastructure Development – Airports, Roads and Power Projects with workforce of 2850)

Location : Sevamandir, Hindupur Taluk, Anantapur Dist, Andhra Pradesh,
 Designation: Manager – HR & IR.
 Tenure : 20.02.2006 TO 31.05.2013 – 7 Years 3 Months.

Key

Deliverables:

SITE HR MANAGEMENT:

1. Responsible for planning, directing and coordinating the overall human resources / talent management process for the organization at multiple infrastructure project sites (Green field projects) to maximize the strategic use of human resources.
2. To Drive and implement human resource policies and legal procedures applicable to infra projects at multiple sites.
3. To Provide organizational development and workforce planning processes, tools, and consultative services that support strategic business goals at multiple project sites.
4. To design, deliver, administer, and continuously improve performance management processes including corporate goal setting, performance evaluation, succession and development planning, training and development in order to motivate employees and retain high performers.
5. To benchmark Organization's HR best practices with external organizations.
6. To support the use of non-training solutions that accelerate the deepening of the organization's leadership talent pool, such as mentoring program, 360-degree feedback process, executive coaching, new manager orientation and assimilation.
7. Responsible for Contract Labour Management, Ensure timely engagement of Labour contractors, Monitoring & analysis of Contract workers data & further planning - balanced social mix, minimum, proper monitoring of distribution pattern of local work force & to guide contractors in case any deviation in compliances.
8. Monitoring of all compliances of various contractors working (around 1350 nos), Ensure Attendance, minimum wages & timely wage disbursement, Deposition of PF challan, Valid work permits, Labour license & other miscellaneous compliances of the laws.

ADMINISTRATION:

1. Lead the project management initiatives of the Company to identify ideal location for new office, design office with relevant amenities/facilities, interior fit-outs and allocation of office space for project team.
2. Responsible to facilitate with Internet & Telecommunication, logistics, guest house, inventory control, on-site and off-site storage, etc.
3. Established a system of having a single point help desk at site for taking all complaints and for coordinating with agencies for their resolution / rectifications.
4. Implemented a system of on time reporting of instances of deviations on company policies, values & ethics and quickly addressing them through appropriate internal/external mechanism.

5. Established multiple Guest Houses at various sites with furnishing, up keeping & maintenance of Guest Houses to the stipulated standards, ensured policy compliance and discipline by employees to travel and accommodation.
6. Supported and ensured signing of lease agreements, on-time renewals and payment of monthly rentals, electricity, internet & telecommunication, water and miscellaneous bills at all project offices.
7. Developed and engaged vendors/contractors for site administrative functions, signed AMCs for periodical maintenance of office equipment, established a system for validating and certifying bills for payment and maintain business relation with all vendors for timely execution of maintenance jobs.
8. Implemented a policy for periodical Infrastructure Audit at all locations across the Group for Furniture & Fittings, Communication equipment, Porta Cabins, Coffee Vending Machines, Water Coolers, Office Furniture, Vehicles, Lockers, Dining Halls and keep records of the same.
9. Established a system to ensure a strict vigilance & security at all locations on movement of visitors, men & material, safety of assets as well as personnel, and adherence to legal requirements at sites.
10. Developed and managed a team of staff members to discharge site duties & responsibilities and work closely with the senior executives at all project sites. Responsible for ensuring facilities management at all locations, including utility operation and maintenance.
11. Established a system of formulating, implementing, reviewing and administering corporate policies and procedures for HR, IR and Administration across the Group on regular intervals.
12. Initiated vendor development and identification programs for various services with the objective of maintaining sustainable and mutually beneficial relationships with partners.
13. Developed a team to be responsible for transport management, including company owned vehicles and parking management at all office precincts across the Group.
14. Responsible for complete arrangements for annual events, conferences, seminars, board meetings, promotional events and other social functions of the Firm organized from time to time
15. Provide necessary support to employees of the Firm on policies related schemes by coordinating the same with select vendors and organizing awareness workshops on company policies and procedures.
16. Ensure AMCs and serviceability of office equipment like Computers, Laptops, Air conditioners, xerox, printer, projector, furniture, VC equipment, and pantry equipment like water cooler, coffee vending machine, microoven and water filters.

LEGAL & PR :

1. Support Group President in strategic legal issues for effective decision making by providing timely inputs and reports; close follow up with internal and external stakeholders for the actions to be taken on key legal matters; identify, appoint and interact with external legal counsels/consultants for arbitration and litigation process.
2. Maintain consolidated litigation portfolio sector-wise across the Group, Collate/compile information/data across the Group from Sector Legal Heads/External Legal Counsels and appraise the Management through reports/presentations in MRM.
3. Support Group President in conducting effective periodical legal functioning at all sectors by providing pre-read inputs/reports on key legal issues; Organize meetings & record minutes, Close follow up with sector heads for action plans & its implementation.
4. Coordination with Sector Legal Heads for completion of Agenda items; formulating the policies and procedures for effective legal functioning at all locations across the Group.
5. Develop, Plan & Prepare manpower requirement and budget for all sectors at multiple locations thoroughly understanding the AOP & Business model of the organization in conjunction with business plans for next 3 years.
6. Support and coordinate with HR for timely recruitment of talent manpower for project at multi-locations, monitor budgets month on month basis and ensure positive variances in the utilization of budget, Facilitating and developing SOPs for all sectors, and ensure optimum utilization of resources, periodical review of external resources and negotiation and execution of contracts in the interest of organization.
7. Act as a single point of contact across the Group representing Management for all legal issues, internal and external communications and appraise the Group President for timely decisions and spontaneous response.
8. Responsible for liaisoning and interaction with statutory compliance bodies related to green filed projects and legal counsels, consultants, local and govt bodies within the policy guidelines.
9. Maintain cordial relation with Bureaucrats, Judiciary & Politicians in the interest of organization and establish contacts constantly.
10. Work closely with Global mobility team to ensure smooth repatriation and migration of employees working on assignments within India and Abroad and coordinate with FRRO for VISA and Registration formalities.

V Company : **KRISTAL PROJECTS INDIA LTD.**
 (Construction Company – Apartments, Villas and Commercial Properties - workforce of 3500 at multiple locations)
 Location : Bangalore, Trivendrum and Cochin.
 Designation: Asst. Manager – HR & Site Administration
 Tenure : 4.6.2003 TO 31.01.2006 – 2 Years 7 Months.

Key Deliverables:

1. Human Resource Management – Planning and recruitment of manpower for multiple sites through Civil Contractors.
2. Employee Relations – Maintain employee welfare facilities at all sites to ensure employee satisfaction and relation.
3. Site Administration and Facilities Management – To ensure basic amenities at all sites for civil labour and organising facilities for Civil engineers to their comfort.
4. Legal and Labour Legislation – Ensure labour legislation and legalities at all sites in compliance with state legislature.
5. Liaison & PR Activities – Liaison with State Government departments for site development activities.
6. Surveys and Registrations – Coordinate with Govt. Surveyors and Sub-Registrars for land and Apartment registrations.
7. Statutory Approvals & Compliances – Liaison with Pre-Projects Department and Govt. Departments for necessary approvals.

8. Property Management – Post delivery property management during warranty period.

VI Company : **Triveni Engineering & Industries Limited**
(Engineering Company – Steam & Gas Turbines with workforce of 1370 at 2 locations)
Location : Bangalore & Mysore.
Designation: Sr.Officer – Personnel & Administration
Tenure : 1.08.1990 To 31.05.2003 – 12 Years 10 Months.

Responsibilities:

- a. Ensure timely process of employee attendance, wages, overtime payments and medical benefits.
- b. Coordinate with Trade Union office bearers for work practices to ensure good employee and employer relation to promote industrial peace,
- c. Coordinate with department heads to ensure smooth functioning of activities in the shop floor and meet the production targets and delivery commitments.
- d. Organize the workshops and events to motivate the employees for their participation in increasing productivity & quality, employee engagement in good work practices, employee social welfare and cultural programs;
- e. Support Factory Head to prepare statements and participate in collective bargaining and handling smooth wage negotiations with Trade Union office bearers.
- f. Appoint Enquiry officer, organize domestic enquiries and prepare proceedings for the charges levelled against the workers till conclusion of the enquiry.
- g. Participate and create amicable environment for settlement of work related issues in the factory.
- h. Maintain and ensure harmonious employee and employer relationship and their representative committees throughout the period for developing a positive work culture and managing grievances and other disciplinary issues effectively.
- i. Trade union management – ensure cordial relation with union members, strategy for best work practices in the industry, disciplinary actions, liaison with labour department, legal counsels and statutory agencies;
- j. Interact with representative of various Industries to discuss common issues related to HR & IR and share and learn best practices;
- k. Ensure implementation and maintenance of effective administration systems for housekeeping, travel and employee transport, office infrastructure and maintenance, compliance licensing, safety and security, canteen, etc. at the factory;
- l. Ensure maintenance of personnel files and consolidation of all HRIS and employee related details/documentation and provides updates to the corporate;
- m. Played a key role in the development & implementation of programs & strategies to maximize human capital;
- n. Played a key role in the implementation of ISO Standards, TQM practices, BPR Initiatives and SAP implementation in the industry supporting at all times to the functional departments

VII Company : **Shrishma Fine Chemicals & Pharmaceuticals (Karnataka) Ltd.**
(Pharma Company – Aspirin & Paracetamol with workforce of 850)
Location : Doddaballapur, Bangalore District.
Designation: Sr.Assistant – Personnel & Administration
Tenure : 1.07.1987 To 31.07.1990 – 3 Years.

Key Deliverables:

1. Plan and provide administrative support for all unit operations and required facilities;
2. Verify/approve the attendance records of employees and casual labors in all shifts;
3. Ensure timely disbursement of salary, wages, overtime payments, shift allowances, etc;
4. Ensure compliance to filing returns to statutory bodies – Pollution Control Board, Inspector of Boilers, Inspector of Factories; Interact and organize periodical meetings of statutory bodies with Chief Works Manager.
5. Interact with neighboring industries to ensure good industrial relations and sharing of knowledge;
6. Fleet Management - Ensure smooth operation and maintenance of transport vehicles in all shifts – 8 vehicles of shift employees, 10 cars of senior plant executives, 1 Ambulance, 1 jeep for emergency;
7. Ensure maintenance of Drivers muster role for smooth operation of shift vehicles without causing inconvenience to the shift employees;
8. Plan and organize recruitment activities for manpower requirement of departments;
9. Maintain good relation with the authorities of RTO and police to ensure smooth fleet operations;
10. Ensure maintenance of logbooks with accurate data for transport management, security, housekeeping, landscaping and water supply from external sources;
11. Maintain good relations with employees and look after the welfare activities and safety aspects on priority.

EDUCATION

- **Post Graduation** – M.Com May 2001-Specialised in Industrial and Business Management, Manpower Management and Industrial Relations, Management of Public Enterprises in India, Labour Legislation, Industrial Psychology, Management of Labour and Unions.
- **Graduation** – B.Com 1987 – Specialization in Managerial Accounts, Factory Administration & Management.
- **Diploma** – Annual 1985 – Business Management, Commercial Law & Legislation.

PROFESSIONAL TRAININGS ATTENDED

- Effective Management of Trade Unions in Indian Industries and applicable laws – by Faculty from Bharat Electronics Limited, Bangalore – July 1998.
- MS Applications – Word, Excel & Power point by NIIT, Bangalore – July 1999.
- Awareness program on ISO Standards for Engineering Industry – Faculty from IRQS – Dec 1999.
- Employees Motivation and Work Culture – by Faculty from HAL, Bangalore – Sept 2000.
- IT Tools for Business Development and Customer Relations – TCS, Bangalore - Sept 2001.
- Collective Bargaining with Trade Unions and Negotiation Skills – Faculty from BHEL, Bangalore – June 2002.
- Workshop and case studies on Industrial Relations Law – National Law School of India, Bangalore-2002
- Employee Environment and Safety Aspects in Construction Industry – Faculty from CREDAI - 2003.
- Fun @ work – Employee Engagement Program – by Faculty from Construction Industry – July 2004.
- Employee Engagement and Motivation – Guest Faculty from NIPM, Calcutta – Dec 2005.
- GMR Values and Beliefs – GMR Training Center – Dec 2006.
- Knowledge Management Practices and Applications – organized by National Productivity Council at Goa – Oct 2008.
- Effective Office Management and Administration – organized by National Productivity Council at Udaipur - March 2009.
- Enhancing Leadership skills and Building organizational excellence – NPC at Kanyakumari – June 2010
- Workshop on Conflicts and Conflict Management – GMR Virtual Learning Center – Aug 2011
- Workshop on Labour laws and Case studies – Faculty of ABG, Mumbai – 2012.
- Effective Contract Management and Drafting skills – National Law School of India – 2012.
- Leadership Qualities & Management Skills – GMR L&D Center - 2012
- Personality Development & Interpersonal Skills - GMR L&D Center - 2012.
- MS Outlook OneNote - IT Hub Productivity – GMR L&D Center - 2012
- Enhancing Leadership Skills – GMR Learning Center – Oct 2013
- GMR Code of Conduct and Ethics – GMR Virtual Learning Center - Jan 2013
- Effective Time Management and Organisational Skills – GMR Virtual Learning Center –Feb 2013
- Office Environment, Health and Safety practices – GMR Inhouse Trainer – Feb 2013
- Anger Management & Assertiveness at work – GMR Virtual Learning Center – Mar 2013
- Contracts and Negotiation Skills – GMR Virtual Learning Center – Mar 2013
- Recruitment – End to End process – GMR Virtual Learning Center – Apr 2013
- Employee Conflicts and Conflict Resolution – GMR Virtual Learning Center – Apr 2013
- A Workshop on CSR Activities at Mumbai – Aug 2014.

CERTIFICATIONS / IT SKILLS

- YounGen Manager's Programme – by British Council through DALE CARNEGIE Training – 2012 organized by Talent Management Team at GMR Group.
- Business English Certificate Preliminary Council of Europe Level B1 – conducted by University of Cambridge ESOL Examinations – Jan 2012 organized by Talent Management Team at GMR Group.
- The Fight against Corruption – by UNODC
- Well versed with MS Applications – Word, Excel, Power point, Outlook, Internet explorer and Web tools.
- Working knowledge with SAP Applications.

ACHIEVEMENTS & KNOWLEDGE

Achievements @ Badve Group:

- **Manpower Optimization:** Studied complete manufacturing process and developed HR strategies for effective process lines and optimized the manpower at all 3 units from 1560 to 1250.
- **Retention Strategies:** Developed strategies for employee motivation, satisfaction and retention – Framed clear JDs for all employees and their reporting system; Approved plant organization chart with proper hierarchy; Renovated canteen and introduced hygienic food menu; Introduced additional transport facility to cover all the employees coming from various corners; Put in place employee feedback system – Suggestion Box, Weekly Open Meet, Knowledge sharing platform, Daily review meetings, Effective employee redressal system; Occupational health center, Safety awareness programs.

- **Time Management System:** Introduced effective monitoring system for planning of manpower, Face Recognised Time Management System (FRTMS) for all employees, effective shift change, monthly contractors meeting, redressal system for contractors grievances and discipline among contract workmen.
- **Process Development:** Supported production line managers to administer workforce in line with organizational needs and strategies, introduced new product lines, planned and provided skilled manpower for new product lines, ensured consistency in skilled manpower.
- **Statutory Compliance:** Designed and implemented policies, procedures and formats for contractors to maintain records, documents and forms to comply with statutory provisions under PF, ESI & Contract labour Act. Represented the company to support all contractors to submit their statutory returns to the Government departments for inspection and certification. Complied to all statutory requirements for all 3 plants by effective monitoring system and ensured timely submission of returns to respective department in compliance with Factories Act, Labour Act, PF & ESI, Environmental & State Pollution Control Board.
- **Wage Revision:** Worked out a wage revision plan with comparison at peer industries in April 2016 and implemented wage revision in compliance with Minimum Wage Act and ensured smooth disbursement maintaining peace in the industry among 1850 contract workmen. Ensured monthly performance bonus (MPB) – is processed and disbursed smoothly for all staff month on month.
- **IR & ER Activities at all 3 plants** – Ensured effective liaison with Govt. authorities, local bodies, police, media & social organizations during the suicide incident of one of the contract employees in August 2016. Maintained peace and harmony in the industry, Represented the company during the meetings with District Commissioner for Development, District Police Commissioner, Director of Industries & Commerce, Minister for District Development, Department of Human Rights and other social organisations, associations and media.
- **Legal / Liaison / Court matters** - Resolved long pending payment dispute with one vendor representing the company for amicable settlement in the Civil court. Resolved the issue of payment dispute with transporters and local associations & representatives. Represented the Company before the PF Authorities for conciliation process for the default of PF payments by Labour Contractors. Represented the Company before the Minister for District Development, Police Commissioner & District Commissioner in conciliation of labour disputes and the demands of local associations & transport contractors.
- **Training & Development** – Developed a system for organizing continuous & daily training programs within the factory premises for all staff and workmen by identifying training needs, preparing training modules, scheduling the events of calendar, identifying trainers, organizing & evaluating effectiveness of training programs on daily basis.
- **Plant Administration** – Developed a system and procedures for good housekeeping & security deployment in the factory, CCTV applications, effective employee transport & logistics, AMC for Machinery and equipments; Agreements for labour contractors, transporters, catering services and OHC operations. Established effective system for monthly bill & payment process ensuring vendor satisfaction. Addressed number of vendor grievances and redressed to their satisfaction.

Achievements @ Sapa Group

1. Studied complete manufacturing process, optimized the manpower; recruited talented personnel and ensured adequate manpower for all the processes.
2. Initiated and completed absorption of few contract employees to permanent rolls, simultaneous process for restructuring wage pattern, grades and designations for all existing employees in the plant within a month's time.
3. Ensured smooth disbursement of regular payments and fringe benefits from time to time for all eligible employees.
4. Reduced the absenteeism rate from 14% to 8%; drastic reduction in overtime wages; increased productivity and quality through close monitoring, employee counseling sessions and motivation.
5. Systematically organized team building activity for 500 employees (ensuring 100% participation) along with family and ensured employee satisfaction for the arrangements and processes.
6. Prepared all departments for ISO Renewal Audit, Customer Compliance Audit and successfully got renewals.
7. Handled seven labor cases at jurisdictional court appointing Lawyers for filing counters. Concluded eight disciplinary cases with domestic enquiries in the plant ensuring harmonious industrial relations.
8. Initiated and proactively interacted with statutory bodies for renewals and statutory clearances which were pending for long time.
9. Developed cordial relation with Local community, Police, Political, Fire safety & Revenue officers within short span of time and gained good confidence with them for the benefit of organization.
10. Organized audit on all process lines and ensured 100% compliance as per relevant Acts.
11. Organized installation of CCTV Cameras in the plant, developed systems and procedures for men and material movement, vigilance & monitoring of security control room, and mechanism for disciplinary actions.
12. Supported Project team to hasten the process of completing pending works for Guest House under construction and other civil works in the factory campus.
13. Timely supported and facilitated Global Project Team from various locations to come to India to take up expansion activity in the Plant.

Achievements @ PRECOT Group:

1. Thoroughly Audited complete HR Department for all statutory compliances and initiated for closing non-conformities.
2. Thoroughly studied, audited the manufacturing process and projected the manpower based on the man-hours required for each process and optimized the manpower based on production schedules.
3. Structured the categories of workers according to the process and wages in the unionized environment taking Union into confidence.

4. Mobilized workforce through recruitment drive and campus interviews for all categories of workmen and supervisors.
5. Explored the possibilities of multi-skill among the existing workmen and developed the strategies to retain the talented employees and totally eliminated overtime working in the plant.
6. Successfully concluded the Bonus Issue for Permanent & Casual Workers which was not a part of agreement.
7. Negotiated with Union and successfully concluded the VRS for permanent and casual workmen.
8. Handled 3 cases with regard to disciplinary matters and smoothly concluded ensuring smooth operations in the plant.
9. Organized training program for all categories of workmen and brought the two Unions together for self-development and to improve interpersonal skills at work place.
10. Reduced the absenteeism, increased the productivity and quality through close monitoring and counseling sessions.
11. Ensured smooth disbursement of fringe benefits from time to time for all eligible employees.
12. Organized team building activities with employee participation for all categories of employees.
13. Introduced R&R and R&A initiatives for workers to improve attendance, productivity and quality.
14. Successfully got the Organic Cotton Process Certification for the Unit for exports – initiating different strategies and maintaining cordial relation with Union, negotiating and taking them into confidence for implementation of separate production process within the industry.

Achievements @ GMR Group:

1. **Recruitment:** Supported Business Heads of all verticals for planning manpower, recruiting, inducting, orienting and training for all multi-locational Greenfield projects – Airports, Highways and SEZs.
2. Supported and facilitated for Corporate HR initiatives for formulating and implementing corporate policies for talent acquisition, succession planning programs for senior managers in order to ensure a consistent supply of high quality managerial talent.
3. **Corporate Events:** Planned and organized mega events – IPO Road Shows at Mumbai, Pune, Hyderabad, Vizag, Chennai and Vijayawada. - AGMs, Foundation Day Celebrations, Ground Breaking and Opening Ceremony events for Airports, Power plants and Highways at multi-locations.
4. **Team Building Activities:** Planned and organized (ensuring cost effective measures within the policy guidelines) Town Halls; Out-bound training programs in Karnataka, Uttarkhand, Tamilnadu and Kerala; Outdoor Sports, Communication Forums like High Tea with CEO, Face to Face with BU heads and functional heads; Festival Celebrations; Employee Birthday Anniversary Celebrations, Knowledge sharing Forums – Formal training session for sharing skills & knowledge, Quiz competitions, Children's day celebrations/fancy dress competitions, Singing and Dancing competitions, Office Bay/Cubicle decoration competitions, Indoor games, Power Yoga classes, Health Check up camps @ Wellness.
5. **Site Infrastructure Development:** Established Offices at various new project locations identifying office space, furnishing and providing them with all relevant facilities-Travel Desk, Xerox, Cafeteria, Crèche, Conference Halls, Audio/Video Conferences, for smooth and cost effective operations. Taken initiative to develop a software and implement for software driven single contact help desk at Bangalore for all tasks and requirements of employees with respect to facilities across all projects – Air travel, transport, hotel/guest house, meeting halls and other facilities.
6. **Knowledge sharing portals:** Taken initiative with the support of IT and developed Knowledge sharing portal and implemented across the Group for all sectors on HR, Legal and Administrative matters.
7. **Disciplinary matters:** Facilitated for forming Committees for handling Employee Disciplinary matters at Group level and successfully closed all cases.
8. **Facilities:** Established guest houses at various locations and mobilized the resources/facilities for its smooth functioning. Increased the occupancy level guest houses to 100% by minimizing the hotel bookings to the large extent.
9. **Cost reduction initiatives:** Brought down the overall maintenance cost of Guest Houses by 30% from July 2012. Initiated for cost cut down on all areas of Admin, ensured 30%-40% savings and increased the productivity. Ensured cost effective measures in the events organized for team building activities by 20% in all expenditure heads.
10. **Negotiations:** Negotiated and implemented best Telecom package applicable to all employees of GMR Group at all Telecom circles from Bharti Airtel in March 2012 for mobile, data cards and landline telephones bringing down the cost by 40% in monthly payout.
11. **SOPs & SLAs:** Formulated/implemented SOPs and SLAs for the processes in HR, Admin & Legal and effectively implemented across the Group. Improvements in processing of bills by reducing number of process centers. Ensured 100% bill process at FY ending 2013.
12. Received Chairman's Award for active participation and organizing CSR activities at various locations – Group level.

Achievements @ KRISTAL Group

1. Supported and facilitated Projects department for land acquisition, statutory approvals, and PR activities at four locations for mega-housing projects.
2. Contributed and supported the Group in strategic planning of business – structuring the organization, strengthening the verticals with appropriate talented manpower for all ongoing projects, developing the work culture with required resources to ensure timely completion of projects to meet the customer expectation.
3. Implemented Policies, Standard operating procedures and Service Level Agreements for all administrative services and facilities management at all completed projects and ensured smooth functioning of campus management.
4. As a part of HR Initiatives, organized employee engagement activities in Kristal Group during the period from 2003 to 2006 – Quiz programs on Group business knowledge and company policies & its Governance, new year celebrations, festival celebrations, three events of yearly team picnics for 1200+ employees, quarterly outbound team building activities, monthly event of birthday celebrations at office
5. Supported and facilitated Business Heads for preparing all departments to comply with ISO Standard work practices for achieving ISO Certification within the span of 6 months.
6. As a part of business development, organized four market launch events at Bangalore (Year 2004); three property shows at Trivandrum, Hyderabad and Visakhapatnam (Year 2005); four ground breaking ceremony events for housing projects and one event of property exhibition in Bangalore (Year 2005).
7. Organized and actively participated in CSR activities of Group at all locations of new projects for the children of construction workers with tent school education.
8. As a part of business development, actively involved with project department in getting the statutory approvals for four housing projects for its construction and possession.

9. Implemented best practices for safety of employees and sub-contractors at all ongoing projects and organized safety awareness programs at all site locations ensuring active participation of construction workers.
10. Ensured smooth separation and settlement of accounts to 800+ employees during the year 2005 at all completed projects.
11. Taken over 6 completed projects for post delivery maintenance; organized all relevant facilities in the campus ensuring customer satisfaction within the policy guidelines; formulated and implemented campus management policies and procedures; supported the community of campus for forming association; handed over all 6 projects to the association for continuation of maintenance.

Achievements @ TRIVENI Group

1. Studied and analyzed the manufacturing processes of industry at all units – Bangalore, Mysore and Allahabad, and implemented HR & Admin policies to ensure to comply with statutory requirements and also to meet the expectations of employees and stakeholders, strategic plans and objectives of Group.
2. Contributed and supported all unit heads in structuring of organogram, planning and hiring of manpower end to end process, identifying training needs, organizing training programs and development of skills.
3. As a part of employee engagement – organized fun activities at campus, cultural programs, festival celebrations, town halls, employee-employer relations, silver jubilee celebrations, quality circles and quiz programs, quality month celebrations, birthday celebrations, awards and rewards, recognition and rewards and cultural programs.
4. As a part of wage negotiations, employee welfare and long term wage agreements - initiated to implement free transportation, shift allowance, attendance bonus, production incentives, hazardous/risk allowance, education allowance for children, housing loan, personal loan and education loan for continuing education (employee).
5. As a part of IR activities, handled various disciplinary cases of employees and successfully concluded for 45 employees.
6. Participated in four wage revision cycles (term of 3 years each) with Trade Union members in collective bargaining and successfully signed the wage agreements all the four times ensuring continuity in production and quality, peace and industrial harmony.
7. Introduced VRS scheme during 1998 and 2003 for a batch of 135 and 280 employees respectively and successful closed the scheme.
8. As a part of business development and administrative function, organized customer seminars at eight locations - Bangalore, Vellore, Hyderabad, Pune, Kolhapur, Chandigarh, Lucknow and Raiberelly during the years – 1999, 2000 & 2001. Participants: Batch of 25-40 at each location, ensuring accommodation, food and event facilities at all locations.
9. ISO and Environmental Certification – Participated in cross functional teams of all departments to prepare the employees to meet the ISO standards for its production and quality and achieved ISO certification first in the engineering industry.
10. Participated in number of Surveillance audits with good support to cross functional departments.
11. Ensured timely maintenance and accident free transport facility for all 4 shifts.
12. Implemented best practices for safety and organized safety awareness programs for employees from time to time.
13. Provided timely advice, guidance, support and knowledge to the Management at Group level so as to ensure that HR matters are effectively managed in line with company aims and objectives.
14. Ensured employee relations including collective bargaining are managed in a proactive and professional manner so as to ensure a harmonious working environment is developed and maintained.

Achievements @ Shrishma Fine Chemicals & Pharma (Karnataka) Ltd.

1. Appreciation for good maintenance of employee relations, work environment, safety and security.
2. Appreciation for active involvement in recruitment of casual employees during the export consignment dispatches.
3. Appreciation for organizing number of cultural events and ensuring active participation of all employees.
4. Appreciated for maintaining good relation with employees at plant level and neighbor industries.
5. Appreciation for ensuring accident free transport facility for all 4 shifts during the period from 1987 to 1990.
6. Appreciation for securing Award from Gandhi Krushi Vignana Kendra for best landscaping and garden maintenance in the factory campus.
7. Appreciation for good maintenance of garden, housekeeping, canteen, employee quarters, and transport system in all shifts for employees.
8. Appreciation for active participation in collective bargaining meetings with Trade union members and timely signing and implementation of 3 year term wage agreement in 1989.