



SUNIL SRIVASTAVA

SENIOR HR PROFESSIONAL

*Result-oriented professional capable of driving **HR policies** to realize bottom-line results and enhance employee engagement in the pursuit of business objectives; targeting assignments in **HR Operations & Administration** with an organization of high repute*

✉ sunil.sybex@gmail.com ☎ +91- 7835958312 /9717826185



CORE COMPETENCIES



SOFT SKILLS



EDUCATION

- MBA (HR) from IASE University (Institute of Advance Studies in Education), Sardarshahr, Rajasthan in 2010
- Graduation from RML University, Faizabad, UP in 2006
- Advance Diploma in Computer Programming from CIC, UP in 2005



IT SKILLS

- HRIS Applications
- MS Office (Word, Excel & PowerPoint)



PROFILE SUMMARY

- Focused professional** with **over 18+ years** of experience in managing HR Operations & HRBP with focus on profitability & optimal utilization of resources
- Creating and implementing a **holistic HR strategy** to meet short, medium & long-term business challenges with focus on areas such as strategic **workforce planning, talent management and acquisition, manpower projections, leadership, culture, values & engagement** and using cost-effective techniques
- Proven skills in managing entire **Employee Lifecycle** entailing Joining/ Exit Formalities, **Performance Management**, Grievances, Employee Database & MIS
- Approachable Manager** with skills in resolving matters pertaining to **performance plans, development plans, employee conduct, employee management issues, salaries & benefits** and **policies**
- Turnaround-specialist** with hands-on experience in establishing **HRMS, HRIS, PMS system and attendance management** for The Khatter Group which led in **streamlining systems**, focusing on improving processes, promoting reliability, increasing simplicity and enabling scalable growth
- Resourceful in coordinating with internal & external stakeholders such as **local authorities, government officials** and various other government departments to obtain timely certifications & approval, thereby ensuring smooth flow of factory operations
- Led considerable amount of **cost-saving for The Khatter Group** by initiating in-house recruitment instead of through consulting
- Acted as point of contact for audits; hands-on experience in **performing & facing audits** such as ISO 9001:2008, SA 8000, EMS & OHSAS
- Excellent motivational & employee engagement skills** to sustain growth momentum while motivating peak individual performance; led **Employee Engagement, Surveys, Welfare/Rewards & Recognition Programs**
- Key People Leader** with track record of ensuring best practices and compliance in cross-functional teams; proven acumen in driving cost savings, continuous improvement and high-performance culture



WORK EXPERIENCE

Current: September'22 | GM - HR/IR & Admin | M/s. Guru Amardass International Private Limited, (ELECTRONICS MANUFACTURING COMPANY-MANUFACTURER OF WIRING HARNESS, RIBBON, BATTERY CABLE, CUSTOM CABLE ASSEMBLY, WIRE CABLE, POWER CORDS, MAGNETICS, CONNECTOR ASSEMBLIES) Noida

**March'21 -August'22| Group -AVP HR & Compliance
|The Khatter Group (Group of Company), FMCG**

Key Result Areas:

- Strategy Planning:** Spearheading a team of 5 people; creating & implementing a holistic HR strategy PAN India to meet short & long-term business challenges with focus on areas such as talent & leadership, culture & values and engagement
 - Initiating & implementing new system from scratch such as HRMS, HRIS and attendance management which led in increasing process efficiency
- Organization Development:** Analysing HR processes and streamlining systems with focus on improving processes to promote reliability, increase simplicity and enable scalable growth

- Establishing **monthly dashboards** for reporting progress trackers & trend analysis; conducting risk assessment to analyses alarming issues
- **HR Policy & Procedures:** Mapping issues related to business needs and advising on matters related to HR; providing guidance on business unit restructuring, workforce planning and succession planning
- **Talent Management:** Spearheading Talent Management & Acquisition, based on business plan and developing a cost-effective manpower planning chart, ensuring optimization of resources for all functions
 - Ensuring on-time completion of joining formalities, on-boarding, induction and orientation program
 - Providing inputs/ counselling to employees regarding career growth, performance and other work-related areas; extending support/ guidance to their managers/ supervisors on the same
- **HR Compliance:** Ensuring payroll, statutory & legal compliances and monitoring the organization to maintain healthy relations (Factory ACT, Labour Act, Labour Contract Act, PF, ESIC, Pollution Control Board, Fire Department, Court Cases, Coordination with Local Authorities, Electricity Dept., NAPS,ETC)
- **Payroll:** Supervising payroll processing functions involving computation of salaries, attendance, leave, extra works, compensatory offs, adjustment days, promotions & so on
- **Performance Management:** Driving performance reviews & establishing comprehensive performance management framework; managing annual appraisal process across the levels linked to reward management and career growth
- **Training & Development:** Assessing performance gaps and designing training calendar; encouraging learning & development by driving trainings and Mentorship Programs
- **Compensation & Benefits:** Designing compensation philosophy, keeping right pay mix for different grades and preparing company pay grade design
- **Employee Engagement:** Ascertaining prompt resolution of employee grievances to maintain cordial employee relations
 - Managing people connect programs, running employee diagnostics and driving engagement initiatives
 - Leading communication forums such as town halls, skip level meetings, focused group discussions
 - Dealing with overall exit formalities including exit analytics, exit interviews, filling of exit clearance forms and issuance of experience and relieving letters

**Sep'18 – Feb'21 | Corporate and Plant Human Resource, IR & Administration Head |
Weavetex Overseas – Textile Manufacturing and Export House**

Key Result Areas:

- Front-led devising & implementation of HR policy rules, compensation & benefit policies, payroll management, performance management including appraisal system and reward management along with compliance & auditing
- Mapped training needs and organized training through internal and external training faculty
- Built strong industrial relation and ensured smooth & conducive atmosphere
- Coordinated with P.F. Office, E.S.I. Office, Labour Department, Factory Department, DIC Office, UPSIDC, Noida Authority, Explosive Comptroller, District Administration office, Fire Office, Police, Pollution, Electricity Board, Telecom Department, Postal & Ministry and other Local Govt. Authorities
- Dealt with various courts and represented company in legal matters; acted as management representative of ISO 9001:2008, SA 8000, EMS & OHSAS
- Ensured ethical and C-TPAT compliance: Buyers & Govt. Authority Compliances Audits of World reputed Buyers - Target, CHF, BBB, BSCI, SEDEX (SMETA), GSV (Global Security Verification) & adhered Buyers Social Compliance
- Faced compliance audit of government official (Labour office, ESIC office, PF Office, Factory Office, Employment Exchange Office)
- Performed internal audits of units as per legal norms and buyers protocol
- Directed career and succession planning, compensation (wage, salary & benefits, reward & recognition), contract labour, disciplinary action, employee relations, grievance and communication
- Managed smooth functioning of administrative and welfare activities & factory compliance, committees and vendor management

Aug'14 – Sep'18 | Head Human Resource, Compliance & Administration | HGD India (P) Ltd., Electronics Manufacturing

Key Result Areas:

- Drove entire gamut of HR, ER, IR, statutory compliance & personnel management at one of the pioneers in manufacturing of pick & carry cranes, slew cranes & safe load indicators for clients like Lava, Videocon ITEL on OEM basis
- Entrusted with responsibility of Factory Manager including ensuring statutory compliance at factories and corporate office
- Led end-to-end recruitment for all levels and multiple functions and managed induction programs for new joiners
- Coordinated with govt., semi-govt. & local bodies to maintain effective PR
- Strategized employee-oriented HR, organizational development policies, talent acquisition, retention activities performance management, time office & attendance activities, employee engagement, quality management system, training & development
- Maintained HRIS as per management goals and objectives
- Delivered presentations to top management on the HR policies & procedures
- Provided information of the respective units by controlling and keeping track of all the secretarial & legal works of the company
- Managed vehicle & motor car insurance, Medclaim, personal accident, group term insurance and dealing with insurance of the whole group factory building & stock
- Participated in resolving court cases and legal matters for civil, labour & local administration courts, appeared before the labor court for settlement, drafting and finalization of various contracts and agreements
- Controlled the HRD & Personal Law matters, Employees Provident Fund, Employee State Insurance Corporation (ESIC), Factories Act, Bonus Act, Contract Labor Law, Industrial Disputed Act, Pollution Control Board, Industrial Standing Order, Fire Department

and Shops & Establishment Act

- Managed payroll for wage and salary processing with proper statutory computation, TDS, ESIC & PF Benchmarking Salary and advising management in case of market corrections
- Performed separation, exit interviews & determined reasons of separations Created job description & specification, KRA/KPI, skills matrix, employee retention scheme, employee engagement plan, succession planning and fast tracking for various positions in the organization for maximum resource utilization
- Developed modules for T&D including the profit/business plan; coordinated training & ensured the ISO documentation on the training

Nov'12 – Aug'14 | Head Human Resource & Administration | Dwarkadhish Projects (P) Ltd., Dharuhera – HR, Real Estate

Key Result Areas:

- Contributed in ensuring the successful launch of the Aravalli Greenville Project
- Reinvigorated programs & policies for training, compensation structures, benefits packages, incentives, new-employee orientation
- Devised creative & cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity
- Pivotal in developing organizational culture building process and enhance employee engagement activities
- Managed the complete recruitment life-cycle as per the manpower requirements
- Led settlement of employee proceeding for leave & final settlement to the employees (resigned or terminated)
- Managed yearly performance review documents for concerned department to give yearly increment & performance bones
- Created probation report of newly joined employees and issued employment confirmation letter

Highlights:

- Successfully penetrated multi-rater feedback, well received by management & employees and impacted employees performance & productivity
- Led cost saving of 10% on variable staffing budget; upgraded the LMS, via templates, and rapid deployment techniques and guided the translation of training into major languages based on program audience
- Impeccable record in company's first-ever standardized disciplinary procedures & tracking system that insulated company from legal risk and ensured consistent and fair discipline processes
- Played a key role in reduction of regulatory risk by establishing an enterprise compliance training function that resulted in significant improved audit ratings by 10 points
- Created shared service business model to reduce learning and development cost by 10%
- Designed and managed key product training certifications to increase volume by 10%

**Sep'06 – Oct'12 | Manager - Human Resource & Administration |
Sybex Computer Systems Pvt. Ltd. – Delhi (Outsourcing firm)**

Jun'05 - Aug'06 | Executive - Human Resource & Administration | Saraswati Motors Pvt. Ltd., Allahabad – UP (Automobile)



TRAINING

- Attended training program on one-month basic Technical Training in Hero Honda Motors Ltd. Area Office, Lucknow



PERSONAL DETAILS

Date of Birth: 25th December 1985

Languages Known: English, Hindi

Address: Sector -16C, Noida Extension