

SUBHANI. TUMBURGUDDI

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✉: Door No.1176, 18th Ward, Subas Nagar, Near Airtel Tower,
Tq Sandur, Bellary Dist, Karnataka-583119

HR & ADMINISTRATION PROFESSIONAL

"Seeking challenging assignments in the areas of Human Resource and Industrial Relations which demands responsibility, innovation, creativity and to utilize abilities developed through my knowledge, human skill and multi-dimensional interest and contribute towards the organizational growth"

SYNOPSIS

- Having 13 plus years of experience in Human Resource & Employee Relations Management.
- Deft in structuring and implementing innovative Personnel & HR policies/procedures to generate undivided commitment and dedication among the team members.
- Demonstrated strengths in manpower planning, drawing up career progression plans, welfare schemes, employee relations, grievance handling and disciplinary matters.
- Proven expertise in assessing training needs and arranging training sessions to keep skill-level of the men up-to-date with global standards with rich understanding of Labor Laws.
- Adept at Talent search, interviewing tactics, recruitment, leadership development etc. with excellent man-management, time management and leadership skills.
- Experience of handling HR & Employee Relations functions from the Green Field (Project) Phase.
- **Plant HR in charge** for taking care of all **HR activities independently.**

PROFESSIONAL EXPERIENCE:

Organizational Profile: R.B.S.S.N Private Limited

- ✚ Working as **Sr. Manager – Human Resources** from 17th May 2018 to till date. I am a HR, IR & admin, Team Leader handling entire gamut of HR responsibilities independently i.e.: Salary Process (Payroll), Recruitment & Retention, Performance Management, Statutory Compliances, Employee Relation & Communication, Inspection & Audit under Labour laws, formulation & implementation of Policies & Procedures, Counselling & Mentoring employees in various minor & major issues, Industrial Relation & Safety norms, Organisational development, Motivational Techniques, Easy going with the Top Most Govt. officials. Further looking after Statutory compliance under Factories act, Mines act, Labour laws, PF, PT, etc and Contract Labour Management, Labour Welfare, Canteen Management, Project Liaisoning getting various clearances, filling application with various Government agencies viz, Pollution control board, Explosives, Weight & Measurements, Revenue, Fire & Police etc also Management Representative (MR) of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018,
 - ✚ * Looking after all CSR activities of the company.
 - ✚ Reporting to head of the organization – **Managing Director**
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Key Competencies:

Manpower Planning ~ Human Resources Management ~ Personnel Management ~ Talent Development ~ MIS Recruitment/Selection ~ Employee Relations ~ Training & Development ~Employee welfare and Compensation ~ CSR Activities ~ Liaison ~ ISO.

Previous Work Experiences

Organizational Profile: South West Mining Ltd, A Part of JSW Group

- ✦ Worked as **Sr. Officer – Human Resources** from 08th August 2008 to 09th May 2018.
- ✦ Reporting to head of the organization – Vice President

ACHIEVEMENTS

- ✦ Recruited around 150 engineers through various campuses and around 50 experienced employees in the past four years as part of the expansion plan
- ✦ Ensure strict adherence to company policies
- ✦ Monitoring employee attendance and leave records, dealing with the late attendance & absenteeism
- ✦ Successfully handled labour Strikes, and settled PF related issues (Withdraw and Transfer)
- ✦ Put in place the systematic appraisal system for outsourced(Contractual) workers
- ✦ Involved in company's image building works, like organized health camps, Drinking water supply, Distribution of computer and books to various schools
- ✦ Conducted lot of community development activities, Like sports and games, Cultural activities etc
- ✦ Lots of Medical camps conducted by the need based people in remote areas
- ✦ I am proud to tell the standard of living drastically increased in and around village's people/farmers by way of educating cultivation techniques and trading the crops
- ✦ Team Leader of Distribution of Dust compensation of Rupees Sixty laks per annum
- ✦ Involved in various training programmes with regard to soft skills

Job Responsibilities: -

Issue Notices & Circulars:

Show Cause Notice, Charge sheet, Enquiry Letter, Conducting Domestic Enquiry, Appointing Enquiry Officer, Appointing Management Representative, Act as a Management Representative, Issue Warning letters, Suspension letter, Termination letter, providing list of Documents, attending cross examination, charging the fines, giving suggestion to management related to IR issues.

IR RELATED RESPONSIBILITIES:

- Negotiating with the Trade Union / representatives of Workman for long term negotiations both bilaterally and before cancellation officer.
- Processing disciplinary actions like Issue of Charge sheet, processing the explanation submitted by employee, appointment of Enquiry officer and monitoring the complete enquiry process and the witnesses.
- Analyzing the findings of the Enquiry officer in all respects and depending upon the gravity of the misconduct proved in the enquiry, final Show-cause notice along with the copy of the findings of the Enquiry officer is sent to the charge-sheeted employee for his final explanation.
- Monitoring all the legal cases referred / entrusted to the advocates both the civil and Labour cases.

Employee Misconduct:

Accepting complaints, Enquiring, Counseling, checking witnesses, issuing notices and taking necessary steps as per law and policy. Verifying the letters from union communicating to management and taking decision

Employees Counselling:

Counselling to employees for various aspects like. Absenteeism, personnel problem, behavior, industrial relationship.

- Ensuring prompt & timely resolution of employee grievances & maintaining cordial employee relations. Regular interaction with union and employees counselling sessions. Point of contact for all HR related enquiries.
 - Attending Labour Conciliation Meetings and providing relevant documents and taking necessary actions.
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Talent Acquisition

- ✚ Assessment and finalizing manpower requirements after having detailed discussion with unit heads
- ✚ Categorizing the manpower requirements based on skills, qualifications and experience
- ✚ Scrutiny of resumes and short listing the suitable candidates
- ✚ Coordinating the interviews process beginning from interview call to till final round of interview
- ✚ Salary negotiations
- ✚ Arranging for Medical checkups, conducting reference checks and doing joining formalities of selected candidates
- ✚ Submitting report to Govt offices as per statutory requirement, updating licence
- ✚ Maintain all documents related to ISO
- ✚ Actively involving in annual HR Audit

Compensation, benefits and leaves administration

- ✚ Payroll administration: Downloading the attendance and updating the same in software and generating the salary and processing the salary to banks
- ✚ Calculation processing for payment of annual bonus, Leave Travel allowance
- ✚ Framing the incentives plans for different category of staff and workers in line with business plan and executing the plan
- ✚ Payment towards interest subsidies and own your car scheme
- ✚ Monitoring employee's leaves
- ✚ Processing the papers of leave encashment, salary advances etc

Talent Management, Performance Management System and Rewards

- ✚ Preparing the criteria for performance assessment - quarterly, midyear and annual
- ✚ Setting the KRA for different level of line managers/executives
- ✚ Working on annual increments and pay revisions

- # Identifying best performers and rewarding them
- # Organizing long service award function and awarding employees associated with company for long time in company's ups and downs
- # Drafting Job descriptions of different level of employees and monitoring the execution of assigned jobs done by the respective employees
- # Medi-claim & Group Accident Policy

Employee and Employer Relations

- # Employee and employer relation is one of the very important aspects of any business to reach its new heights and achieve its mission. As a HR professional, I have continuously put my efforts and skills to maintain a healthy and mutual benefiting employee and employer relations. Following are the some of the functions carried on a regular basis:
- # Formed grievance redressal committee where employees can directly register their grievances and get it solved
- # Organising "SAMOOH" an interaction programme arranged fortnightly to provide an opportunity to contractual workers to interact with middle management
- # Organising "SAMPARK" program to educate employees about company's policies and to get valuable suggestions to improve the policies and procedures
- # Handled strikes
- # Conciliation Proceedings

Training and Development

- # Assessment of training requirements of the organization
- # Preparing training calendar
- # Organising in house training programmes and coordinating with external training programmes
- # Utilizing trained persons for key jobs

Statutory Compliances, Agreements and Conciliation Proceedings

- # Monitoring the statutory compliances under various labour acts like Contract labour, PF, Workmen Compensation, Bonus etc.
- # Issuing Show cause notices and attending conciliation proceedings
- # Drafting Manpower supply and other HR and admin related agreements
- # Monitoring the welfare activities like canteen, first aid, drinking water facilities
- # Handling IR issues

Policies and Budgeting

- # Drafting People Policies in consultation with Management
- # Verifying and Processing papers as per policy
- # Preparing budget of HR department

Recruitment & Selection

- # Collecting resumes, Short listing resumes, conduct written test, preliminary interview, Coordinate & Follow up with technical person, selecting candidates based on requirements.

Joining formalities

- # Conducting orientation session for the new joiners, updating their data in SAP system regards to

Canteen Management

- ✦ Canteen / catering services, Fixation of rates
- ✦ Processing of payments to caterers

Industrial Relations

- ✦ Interaction and establishing personnel relation with employees & handling of day-to-day issues. Creating a better work atmosphere by ensuring health, safety and welfare of employees. Handling misconduct and initiating disciplinary action.

Welfare and & General Administration

- ✦ Canteen administration. Monitoring activities of security and housekeeping personnel. Documentation & maintenance of various registers like Muster roll register, Adult register etc. MIS reports preparation. Manpower planning as per the requirement. Overall administration.

Grievance Handling

- ✦ Handling all grievances within framework & try to close ASAP.

Disciplinary procedure

- ✦ Issuing memo, warning letter, advisory letter

ASSOCIATION

- A Member of National Institute of Personnel Management, North Karnataka Chapter
- Member of Alumni Association of Alva's College of Social Work Moodbidre, Mangalore

<i>Educational Qualification</i>	<i>Master of Social Work (MSW)</i> <i>(HRD, PM and IR)</i> Alva's College of Social Work, Moodbidre (Mangalore)	<i>2006-2008</i>	<i>First Class</i>
<i>Certification Course</i>	<i>Corporate Social Responsibility (CSR)</i>	<i>2019</i>	<i>First Class</i>
<i>Computer Knowledge & IT Skills</i>	<i>Competent in Ms – Word, Ms-Excel, Ms-Power Point, & Internet access</i> <i>Possess good exposure to SAP HR HCM Module, since its inception at JSW</i>		

PERSONAL INFORMATION

DOB : 01.06.1982

Language Known : Kannada, Hindi, English, Telugu, Urdu

Permanent Address : Subhani.T, s/o- Kaseem Peera Late

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Date: 31.08.2021

Place: Sandur

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