

# VIKRANT BHASKAR



## About Me



- 4 years 1 months experience
- April 23, 1991
- Ahmedabad, Gujarat
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### Assistant Manager - HR

My objective is to obtain a position through which I can deliver my best performance to steer organization's effectiveness to this nation and efficiently enable the organization to achieve growth and business excellence. What sets me apart is my ability to acclimatize to various challenges at a single point of time. It helps me don multiple roles and deliver on them that very few can master.



## Education

### Master of Business Administration, Human Resource Management

Xavier Institute of Social Service  
AICTE  
Ranchi, Jharkhand

Graduated, April 2016  
Marks 68 %

### Bachelor of Engineering / Bachelor of Technology, Computer Science & Engg.

Asansol Engg. College  
West Bengal University of Technology  
Asansol, West Bengal

Graduated, June 2014  
Marks 7.45 [CGPA]

### Intermediate

S K P Vidya Vihar  
CBSE  
Banka, Bihar

Completed, March 2009  
Marks 76 %

### High School

St. Teresa's School  
ICSE  
Bhagalpur, Bihar

Completed, March 2007  
Marks 87 %



## Work Experience

May 2018 - Current

### Assistant Manager

Adani Enterprises Ltd.  
Ahmedabad, Gujarat

#### Talent Acquisition:

- Hiring potential candidates (44 positions closed) as per the requirement for Adani's Roads business (Adani RMRW) through different hiring systems
- Scanned and maintained confidential employee information and records, including new hire

paperwork, terminations, Thomas PPA profiling, and background checks

- Communicated with potential hires to provide clarity on expected tasks, compensation and policies
- Managed full-cycle recruiting process by sourcing, screening and interviewing candidates
- Created job descriptions and posted on various websites to attract new candidates within target market

#### HR Operations:

- Monitoring of HR policies/SOPs, its implementation and compliance
- Release of a 'Policy Calendar' that encompasses all the necessary policies in a compact and easily accessible manner
- Inputs compilation for HR monthly magazine that was part of our Business Communication
- Monitoring of Time Office data
- Creating an 'Event Calendar' for the events to be conducted in a financial year
- To put in place the processes that will help improve the ongoing operation of an organization on a continuous basis, and helping the organization to identify problems that may interfere with its effectiveness and assess the underlying cause

#### Performance Management:

- Support the design and implementation of career development and performance management programs strategies, processes, and tools
- Support and maintain high potential (non-executive) career development program policies, processes, procedures, tools, and guidelines
- Contribute to the development and implementation of enterprise-wide core career path model (both professional and non-management)
- Support creation and maintenance of enterprise competency framework
- Utilize strategic workforce planning to forecast and plan for talent mobility and create pipelines of talent
- Develop work plans for specific talent initiatives and support performance management program design and strategy.
- Assist in the development of policies, guidelines, and tools to support managers throughout the performance management process
- Maintain and communicate the annual calendar for the enterprise performance management process
- Work with the organization to ensure performance management processes are being adhered to
- Develop work plans for specific performance management initiatives

#### Job Evaluation:

- Part of Adani Group's Job Evaluation (JE) exercise team that seamlessly executed this initiative and coordinated proficiently to evaluate AVP (Associate Vice President) and above job roles (227 total unique roles)
- Majorly contributed in bringing together the multiple stakeholders (job role holder, interview panelists, IT team, consultants, business unit HR and Adani Group HR representative) for job evaluation meetings
- Responsible for planning the meetings, fixing of schedules and organizing all the arrangements for the stakeholders of job evaluation meetings
- Co-ordinated with all the business units regarding the job evaluation exercise requirements and ensuring that the job evaluation panels has all the resources (draft job description and organization chart for the evaluated role) before the scheduled meetings
- Contributed in conducting workshop sessions, awareness sessions, different job evaluation surveys and tracking as well as collecting results of the exercise
- Maintained the master tracker, dashboard and power point presentations with regular updates of the job evaluation exercise
- Budgeting of job evaluation initiative and, keeping a constant track of invoice payment process and costs incurred for the Korn Ferry Hay Group (consultants of Job Evaluation exercise)
- Collated all the data results/findings of the job evaluation exercise including the reports and new job descriptions of evaluated job roles

#### Learning and Development:

- Part of Adani's core learning intervention team that handles Adani's major e-learning platforms – eVidyalaya (for junior management cadre) and Harvard Manage Mentor (for middle management cadre)
- Worked with Adani Group L&D team, assisting with group wide training interventions like Adani Northstar and eVidyalaya, and extending all the help and support required by the team
- Extensively worked with Adani's Northstar (learning intervention for high potential employees) team to successfully organize the convocation ceremony of Northstar 2.0 and welcome ceremony of Northstar 3.0



June 2016 - April 2018

## **Assistant Manager**

Adani Power Rajasthan Ltd.

Baran, Rajasthan

### Talent Acquisition:

- Hiring potential candidates (49 positions closed) as per approved manpower requirement of our organization – Adani Power Rajasthan Ltd. (APRL)
- Conducting end to end process for the vacancies generated within the stipulated turnaround time using systems like Success Factors, social networks, online job portals and blogs
- Also conducted interviews and contributed in filling teaching staff positions of Adani Vidya Mandir – school which is a part of Adani Foundation (Adani's CSR wing)
- Creating a talent pool for Adani Power (APRL) plant to fulfill future requirements, against exit cases for last 2 years
- Understanding the organizational chart, O&M muster and identifying the gap from approved manpower plan at Adani Power (APRL)
- Compiled a list of authenticated CVs in the talent pool database for different positions at Adani Power (APRL)
- Feedback collection from the interviewed candidates and working upon them to improve the process further

### Employee Relations / Industrial Relations:

- Maintained employee and contract files to keep company in compliance with current laws and coordinate office activities and vendor relations
- Worked as effective team member while contributing to local and regional HR projects.
- Educated management on successful policy implementation and enforcement actions to prevent employee legal entanglements
- Decreased process lags through regular checks and follow ups with the contractors
- Achieved favorable company outcomes with labor union negotiations by using successful collective bargaining strategies
- Maintained current knowledge of industry regulations and legislation to amend policies as needed and promote compliance
- Reduced workers' compensation claims by instituting corporate safety training program.
- Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes
- Reviewed and maintained employee punches to verify correct pay each pay period.
- Maintained employee and contract files to keep company in compliance with current laws and coordinate office activities and vendor relations
- Employee Grievances handling through defined escalation matrix
- Conducted 'HR @ Your Desk' where HR professionals individually used to go up to employee's workstations and also to contractual workers on field, to listen and understand their grievances in order to provide swift solutions
- Training need identification and coordination to make them readily available for business & to minimize attrition
- Regularly walking the factory floor to monitor the performance of factory staff, and ensuring that all production orders are completed in a timely manner
- Enforced compliance with health and safety regulations to prevent accidents and injuries

### Employee Engagement:

- Conducted 'Thanksgiving' event at Adani Power (APRL) for on-roll and contractual employees
- Successfully organized the 'Saraswati Samman' (Adani Group's flagship event for employee's kids) 2017 event
- Developed the skill of movie making using a certain application software and taught about this skill to staff members at Adani Power (APRL). This was used to drive an engagement activity called 'Sandesh' which talked about historical importance of our festivals
- Conducted various employee engagement activities in a financial year for employees at Adani Power (APRL) by contributing to club committee team
- Camps regarding different banking facilities, AADHAAR card, vehicle camps and driving school classes conducted at Adani Power (APRL)

- Conducted blood donation camp at plant site on the occasion of Chairman's birthday every year
- Monthly conducted anniversaries and birthdays of our on-roll and off-roll employees including our contractual workers together under the same roof



## Training and Certifications

- Certified Job Evaluation Practitioner, Korn Ferry Hay Group, 2018
- Summer Internship Training on Employee Empowerment, Larsen & Toubro, 2015



## Skills

- Talent Acquisition
- HR Analytics
- Employee Relations
- Talent Management
- Learning & Development
- Business Communication
- HR Operations and,
- Employee Engagement



## Computer Proficiency

### Operating Systems

- Windows ●●●●●

### Software

- Microsoft Office ●●●●●



## Languages

- Hindi ●●●●●
- English ●●●●●



## Interests

- Love to watch and play sports like cricket and football
- Sweating it out in the gym is my idea of rejuvenation for the day
- An avid reader
- Automobile enthusiast



## Personal Details

Father's Name: Mr. Arvind Kumar Das      Marital Status: Single  
Birthday: April 23, 1991      Nationality: India  
Gender: Male

**Address:** AMDC, Adani Shantigram  
SG Highway, Near Vaishno Devi Circle  
Ahmedabad - 382421, Gujarat

## Declaration

I, Vikrant Bhaskar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Vikrant Bhaskar

Ahmedabad , Gujarat

