

Niranjan Dilip Muley

niranjanmuley@hotmail.com
niranjanmuley79@gmail.com

Mobile No. +91 09967519679

Aspiring for challenging assignments in **Human Resource Management** with an organization of repute
~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees.

PROFILE SUMMARY

- A dynamic HR Professional with over **19 years** of experience in Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare and Administration.
- Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
- Proficiency in **Employee Engagement & Compensations / Payrolls** entailing resume generation, screening and short-listing with appropriate compensation.
- Merit of providing **resolution of employee grievances** to maintain cordial management-employee relations.
- Experience in implementing **HR systems and policies**, conducting training programs towards enhancing employee productivity and building committed teams
- Successful at motivating staff through clear communication and outstanding organizational skills

AREAS OF EXPERTISE

- | | |
|------------------------------------|---------------------------------|
| • Hiring and Retention | • Compensation Administration. |
| • Training and Development. | • Regulatory Compliances. |
| • Compensations / Payrolls. | • Personal records maintenance. |
| • Employee Engagement & Relations. | • Events Organisation. |

EMPLOYMENT DETAILS

May 2002 to Dec 2006 with Air Sahara Private Limited as Executive - Human Resource & Administration

- Co-ordinating all hiring and training procedures for new employees.
- Continually educate employees on company policies (including appropriate dress, and social media permissions, etc.) and keep employee handbook current.
- Administer or change benefits, health plans, retirement plans, etc.
- Monitor employee progress and stay well-informed on company climate and culture, ensuring it stays positive and productive.
- Coordinate and direct work activities for managers and employees.
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks.
- Leading training classes or providing one-on-one training to employees.
- Supervising employees and providing additional training and coaching as needed to ensure everyone is performing their job properly.

Jan 2007 to Dec 2010 with Loyalty Solutions and Research Limited as Senior Executive - Human Resource

- Manage the recruitment process and ensure candidates fit the role and company culture.
- Coordinate and manage the orientation of new employees, process probationary reviews, employee evaluations and terminations.
- Assist in administering a wide range of HR matters in areas such as manpower planning and recruitment, compensation & benefits and performance management exercise.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Process and follow up appointments, reassignments, promotions and other HR decisions which generate personnel administration actions in a timely and thorough way, being sensitive to the human dimensions involved and tailoring actions accordingly.
- Advise staff on specific entitlements and explain employment standards and regulation where needed.

Jan 2011 to Dec 2015 with Impresario Entertainment & Hospitality Pvt. Ltd. as Assistant Manager - Human Relations

- Dealing with schedule changes, employee call-ins, and other staffing issues.
- Filling in for absent employees as needed to ensure smooth operation of the business.
- Acting as a role model for all employees by continuously exhibiting a high level of service and attention to detail in all tasks.
- Keeping day-to-day activities organised.
- Recruiting and interviewing new hires.
- Resolving disputes between employees.
- Addressing employee problems on the job to ensure everyone is thriving in the workplace and satisfied with their job and work environment.
- Motivating employees to perform well.
- Maintaining a safe and clean work environment.
- Training employees in proper safety procedures and providing training updates as needed.
- Organising promotions and spearheading marketing efforts by setting up displays and educating customers and employees on promotions or specials.
- Managing projects as assigned and organising teams to assist in these efforts.

Jan 2016 to Sept 2017 with Taj Group of Companies as Manager – Human Resource

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analysing exit interviews; and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counselling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Contributes to team effort by accomplishing related results as needed.

Nov 2017 to Nov 2018 with Essel Finance Private Limited. (An Essel Group Enterprise) as Manager – Human Resources.

- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analysis trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management.
- Performs other duties as assigned.

Nov 2018 till Date Man Group as Manager – Human Resources

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.

EDUCATION

Post Graduate Diploma in Human Resource Management University of Pune	June 2018
Bachelors of Commerce University of Pune	March 2002

Modules Covered:

- HRM, HRD, Industrial Relations, Organizational Behaviour, Labour Law, Labour Welfare, Training & Development, Social Work, Computer with HRM, etc.

PERSONAL DETAILS

Date of Birth: - 09TH June 1979.
Marital Status: - Married.
Languages: - (Read, Write, Spoken) Marathi, Hindi, and English.
Attitude: - Team Player, Good Learner & Practical.
Hobbies: - Swimming, Listening Music, Traveling.
Passport No: - R4958876.

References: I will provide them on request

Declaration: The above information is true & correct to the best of my knowledge.

Niranjan Muley