**SUBAL SIDDHARTH** **

**A versatile, high-energy professional targeting senior level assignment in Human Resource, Organizational & Talent Development**

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| * Post Graduate in Human Resource Management with Bachelor’s Degree in Electronics & Telecommunication Engineering. * 13 plus yearsof rich expertise into the coreHR functions & Operations. * Hands-on experience of setting up the entire HR processes in a new venture / start-up * Highly skilled in Team Handling & Management * Highly trained in terms of Result Orientation and Project Management * Exceptional Abilities to Self-start, Plan, Organize and Manage Deadlines * Focused on the quality of results with minimal cost incurrence. * Trained intensively on the various Management Tools, viz. System Thinking & Development of Internal Process Management & Interpersonal Skills |

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| ***Residential Address***   |  |  |  | | --- | --- | --- | | Organization | Role | Duration | | CLR Facility Services Pvt. Ltd | Manager – Corporate HR | Nov 2019 – Aug 2021 | | SPAN Pumps Pvt. Ltd (ISO 9001:2015) | Leader - HR | June 2017 – May 2019 | | Hicare Services Pvt. Ltd  (Ex-Godrej Group) | Manager – Recruitment & Retention | Apr 2015 – May 2017 | | Reliance HR Services Pvt. Ltd (ADAG Group) | Area Manager – MH & Goa | June 2013 – Mar 2015 | | SJFIL | Manager – Recruitment | Nov 2011 – Dec 2012 | | Hexacath India | Manager – HR & Administration | Apr 2008 – Nov 2011 | | Emerson Network Power (I) Pvt. Ltd. | MT – HR | May 2007 – Jan 2008 |   B- 402/403, Keystone Hills,  Behind Bishops School, Undri, Pune – 411060  ***Cell:*** 7387624242  *Email & Microsoft Teams ID:*  [**subal.siddharth@yahoo.com**](mailto:subal.siddharth@yahoo.com)  *DOB:* January 05, 1981  **Qualifications**   * + - * PGDBM (HRM)       * B.E. (Electronics & Telecom.)   **Core Competencies**   * + - * Talent Acquisition & Development       * HR Operations & Budgeting       * Payroll Management       * Policy Drafting & Implementation       * Performance Management       * L&D       * Organizational Development       * Strategic HR       * Risk Control Mechanism (RCM)   **Soft Skills**   * + - * Team Management       * Result Orientation       * Strong Negotiations       * People Management & Networking |

**TALENT ACQUISITION, MANAGEMENT & DEVELOPMENT**

* + Expert in Team Management with an overall exposure up to 12 Executives/Assistant Managers/Deputy Managers
  + Extensive exposure in Planning, Execution & Monitoring of the Talent Acquisition techniques for the sourcing of **mid & senior level profiles into** Facility Management Services, Telecom, Manufacturing & other Services sectors
* Achieved an overall TAT of 6 days for delivery closure of 11 Mid-Level Sales Profile for the region – the fastest closure till date in the organization for RCOM
  + Closed more than 1000 vacant and replacement positions on a PAN India level during the entire career in Manufacturing & Service Industry
* Hands-on expertise in handling the conventional & non-conventional TA & Recruitment Techniques.
  + **High consistency in driving the Time based modeling & Vacancy closures within min TAT**
  + Development & Validations of **Job Description & Analysis** in conjunction with the Approved Annual Manpower Budget Vs Real Time Requirement
  + Core strength in **Vendor development for the TA Division** on a cost-effective platform.
  + Modeling, Identification and execution of Hi-PO employee & execution of the Career Planning & development
  + ***Extensive knowledge of handling Senior Level / CXO level assignment engagement in organizations of repute***
  + **Salary Fitments/CTC Structure Revisions, Variable Pay-out Structure Developments**
  + **Highly trained on Negotiations, Convincing and Conversion Skills related to new Hire**
  + High degree of Retention Management of Workforce

**ORGANIZATIONAL DEVELOPMENT & HR ANALYTICS**

* Development, Preparation of Monthly & Annual HR Cost Ratios of the organization against each BU/Division/Region
* Monthly Analysis of the Manpower, basis the overall Cost vs. Productivity in terms of Revenue generated
* Presentation of Monthly Cost Ratios to the BOD with the Manpower restructuring operating plan for region/location
* Development of Annual Goal Setting Sheet with the Quarterly & Annual Performance Review Planning Jointly with Functional Head
* ***Development of the KRA’s and KPI’s for HR Department & co-coordinating the design development for the various departments within the organization***.
* Development / Controlling & Monitoring the PMS Process at the PAN India level up to the Grading and Finalization for Board Approvals
* Design Model **of IJP & PIP (Performance Improvement Plan) at National level**.
* Achieved an overall HR – Happiness Index (HI) of 87% through ESS & HR Forum Feedback Vs. Completion of Task TAT-wise
* Extensively worked in the Designing & review of **HR Policies (Manual & Procedure)** and its Implementation across the organization
* **Designed & implemented almost 35 various policies within the organization with complete HR manual**
* Currently working on the **development of internal departmental Standard Operating Procedures** **(SOP)** in conjunction with the HODs
* Worked extensively on implementation of HRMS module for Employee Master and DBMS – **HCM Zone , ZOHO People**
* Supervising & Monitoring of HR Forum - **“Interactions”** in different regions for complete employee orientations
* Guidance, Supervision & Execution of **Quarterly ESS Plan** with reinforcement planning for attrition arrest, Scrutinizing and generating reports for **Attrition Management & Analysis, Incentive Structures, Recovery Variables upto a level of 4 on 5**
* Monitoring and implementation of monthly **R&R, Coffee with HR/BH/HODs, Skip Level Meetings**
* **New HRMS Content/Process** Development and Go Live with complete responsibility of knowledge transfer across 10 locations in India
* **Attrition Reports and Retention Techniques** with a clear and set target for retention of Hi-Po employees
* Development, Execution & Controlling & the entire back end Operations of HR functions – HR Operations, viz **SOP Developments, Variable Payout Structure, Annual HR Budgeting.**
* Development of Standard Operating Procedure for **Risk Control Matrix (RCM)/**Leave Procedure/Notice Buy-out Policy/International Policies, Domestic & Foreign Travel Policy etc.
* HR Team achieved the Best Before Time Achievement VS overall TAT for various internal HR Operational processes like F&F Settlement/Payroll Processing/Leave Management Reports/PF processing and MIS/Asset Management, etc.
* **High expertise in Manpower Mapping Vs. Revenue Generation leading to the correct manpower distribution & Restructuring.**
* **Finalization of POSH Committee** and presiding over the proceedings & investigations across the country.
* General Fraud Management - Domestic & Internal Enquiry & Investigations and initiation of Disciplinary Actions

**LEARNING & DEVELOPMENT**

* Analysis & Finalization of Training Need, Preparation of Training Agenda, Training Calendar, Schedule and Resources
* Development of Learning Modules in Product/Technological Base Practices & Soft & Behavioral Skill Development & Enhancement
* Training sessions for soft-skills like – Communication, Presentation, Selling Skills, Office Etiquettes, Stress & Conflict Management, etc.
* Controlling the data for the Induction and Orientation of new employees

**PAYROLL & COMPLIANCE**

* Process Owner of the entire Payroll & HR Operations Data Inputs Approvals & Validations
* Control Compliances related to Factory Units/Offices, etc. along with the local Govt. body laisoning, attending meetings and settlements and **Process Improvement of back-end data related to Statutory Compliance**
* Approval & Validation of Attendance and Leave Management calculations and system entry of the employees
* Maintaining the TAT for Monthly compliances as per the Labor Laws related to Branch compliances and documentations.
* Representation & completion of ISO Audit for HR Department within the organization
* Representation and handling of Legal Compliance Assessment pertaining to Professional Tax & EPF for the Period slab of 2011-18
* Labor Contractors related to the smooth functioning of shop floor and bay area through the Plant HR
* Legal Compliances pertaining to Factory License & MPCB work Schedules, etc. as per the Monthly Production Planning.
* Presiding over the Grievance Meetings of the plant workers and preparation of strategy for resolutions
* Planning and Monitoring of the Manpower availability at the shop floor for various functions.
* Infrastructure, Health & Safety Management (Canteen/Food Quality Inspection/Parking Facilities/Drinking Water, Hygiene, PPE etc.)

**TECHNOLOGY IMPLEMENTATION IN HUMAN RESOURCES**

* **Design Lay-out and framework** modeling of the internal **HRMS & Employee Self Service System – ZOHO People** from Scratch to Go-Live
* Identification, Improvement Need Analysis and Solutions for **PAYMAXX ERP System for Employee Module**
* Extensively trained the complete Back Office Staff of the organization on new Technology Implementation
* Involved in designing the Online Axxonator System for Attendance and Geo Tagging of the Field Force of the organization.
* ***Integration of the PAYMAXX ERP with Attendance & Payroll Module and ZOHO People for various other functionalities of HR processes like PMS, Leave Management, Employee Database, Online Exit Management, Organizational Chart & Hierarchy, etc.***