

Maulik Sheth

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Permanent Address: Gautam Nagar-3, Nr. Shubham Apartment, Gandhigram, Rajkot, Gujarat.

Current Address: Radhe Skyline, H-503, Opp. SBI, Ahmd Viramgam Highway, Sanand, Ahmedabad.

HUMAN RESOURCE MANAGEMENT

Seeking for Asst. Managerial Assignments in Human Resource Management and General Administration with an organization of repute preferably in Gujarat & Maharashtra.

EXECUTIVE SUMMARY

- An astute professional with **over 7+ years of experience in Human Resource Management & General Administration.**
 - Extensive background as **HR Generalist**, including experience in **Talent Acquisition, Employee Retention, Staff Training & Development, Employee Engagement Activities, Employee Performance Management, Conflict Resolution, Benefits and Compensation, Compliances with Labor department.**
 - Proficient in managing HR functions viz. selection, recruitment, training & development and maintaining harmonious employee relations.
 - Deftness in reengineering HR processes, defining continuous improvement processes, recognising and accelerating employee's strengths and building powerful teams that can conquer any obstacles.
 - Gained the Green Field exposure at Backbone Enterprises Ltd., for reengineering HR processes & policies of HR & Admin Department and executed in Plant.
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COMPETENCY MATRIX

- HR Operations & Mgt	- Contractor work Mgt	- Training & Development
- Talent Acquisition	- Employee Retention	- Performance Mgt
- Recruitment & Resourcing	- Employee Motivation	- Salary Administration
- Employee Insurance Mgt	- Employee Relations	- General Administration

CAREER HIGHLIGHTS**At Chartered Speed Ltd, Ahmedabad:**

- Working in HR Department and performing HR generalist profile including Talent Acquisition, Employee Retention, Staff Training & Development, Employee Engagement Activities, Employee Performance Management, Conflict Resolution, HR Policy development and Implementation, HR Records management.

At Rajkot Nagarik Sahakari Bank Ltd, Rajkot:

- Worked in HR Department and performing HR generalist profile including Talent Acquisition, Employee Retention, Staff Training & Development, Employee Engagement Activities, Employee Performance Management, Conflict Resolution, Benefits and Compensation, Compliances with Labor department, HR Policy development and Implementation, HR Records management.

At RTCPL, Rajkot:

- Worked as HR generalist to develop HR factions like recruitment, PMS, Payroll Process, Training, Etc.
- Develop HR Department from Basic Level & Implemented different HR Policies.

At Backbone Enterprises Ltd., Rajkot:

- Proficiently initiated an effective recruitment system that lead to speedy recruitments for company's projects through advertisement and Naukri Job portal.
- Reduced Attrition Ratio through Happy Hour & Run Employee English Learning Program.
- Customized and develop HRMS Software in smooth HR functioning.

At Eureka Forbes Ltd, Rajkot:

- Appointed as Trainee Recruitment to recruit below graduate and graduate students for Sales profile through different sources like Campus recruitment, NGO, Employment Exchange, Advertisement etc.

KEY RESULT AREAS**Human Resource Management:****Recruitment/ Induction/ Exit Formalities:**

- Formulating and implementing best HR practices, policies & initiatives aiming at employee welfare and retention.
- Supervising complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Short listing resumes and arranging technical training for the staff and verifying documents and employment screening/ background verification of new joined employees.
- Taking care of the employee salaries on par with other region cum industry base.
- Handling entire performance appraisal process across levels and establishing framework for substantiating performance appraisal system.
- Handling pay sheets, appointments and recruitment structure.
- Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies along with directing an effective Attendance System.
- Conducting exit interviews and overseeing separation actions like full & final settlements.

Employee Welfare & Engagement:

- Ensuring resolution of employee grievances by adopting methods like counseling and establishing works committee.
- Undertaking employee engagement activities and policy driven process for various celebrations of employees and giving award to the best employees for their performances.
- Preparing and editing in-house Business Magazine

Training & Development:

- Identifying training & development needs within an organization through job analysis and regular consultation with Business Managers.
- Designing and expanding training and development programs based on both the organization's and the individual's needs as well as developing effective induction programs.

Compensation and Benefits:

- Producing and submitting information to for knowledge sharing with Group HR.
- Working as an In-charge of payroll administration and to make all necessary co-ordination to make a smooth and efficient operation (variable compensation, overtime).
- Compiling all data needed for the annual salary review, and the annual performance appraisal analysis.

General Administration:

- Handling all administrative activities like maintenance of office equipment, transport, housekeeping & maintenance of office and record keeping of office stationery including various formats.
- Preparing MIS reports on a weekly / monthly or quarterly basis.

CAREER CONTOUR

Chartered Speed Ltd, Ahmedabad	Manager – HR	since Oct-19
Rajkot Nagarik Sahakari Bank Ltd., Rajkot	Sr. Executive – HR	Feb-16 to May-19
RTCPL, Rajkot	HR Generalist	Sep-15 to Nov-15
Backbone Enterprises Ltd., Rajkot	Officer – HR	Aug-11 to Aug-15
Eureka Forbes Ltd., Rajkot	Trainee HR	June-11 to Aug-11

ACADEMIC CREDENTIALS**Master of Business Administration: 2011**

SPCAM, V.V.Nagar, Gujarat Technological University

Bachelor of Commerce: 2009

Christ College, Rajkot, Saurashtra University

IT SKILLS

- Well versed with MS Office Tools and Internet Applications.

PROJECTS

- Grand Project Report on “**Employee Engagement in Cement Industry**” in Gujarat.
- Made summer internship project on “**Recruitment & Selection**” in Gujarat Heavy Chemical Ltd, sutrapada, VERAVAL (Gujarat).

BEYOND ACADEMICS

- Participated in Dance in our annual day college function.
- Attended the seminar on **Innovation and Management**” in IRMA, Anand.

Date of Birth: 21-02-1989

Linguistic Abilities: English, Hindi and Gujarati

References: Available on Request

(Maulik Sheth)