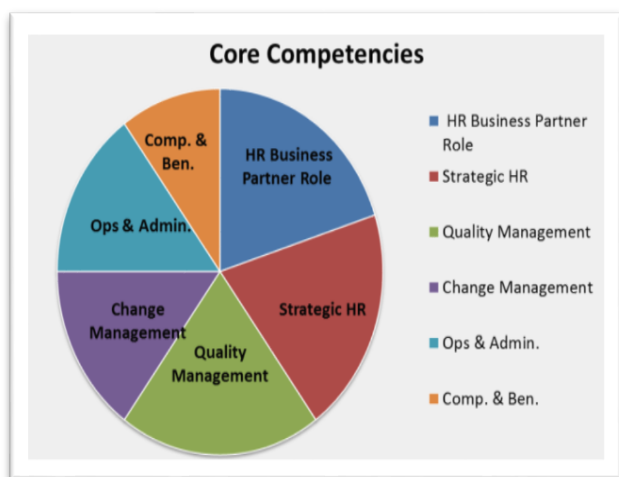


HR/IR/ L&D professional having 13+ years' rich experience into Healthcare, Manufacturing & Chemical Industries.  
 ESC– Human Relevance & Project Management (BEM, France)- Gold Medalist, MBA in HR & Banking Finance, B. Com.  
 Certified in Six Sigma Black Belt, Capstone Business Simulation ,Thomas Profiling, Effective Recruitment Association, Oracle E-business suit modules implementer

- ✦ Proficient in planning, strategizing & implementing abilities with demonstrated success in handling HR & industrial Relation related matters at factory, Service Sector & Corporate positions
- ✦ Expertise in multi-tasking & challenging the self on new assignments & career objectives
- ✦ An effective communicator with strong leadership and interpersonal skills.
- ✦ Exposure in establishing 07 brown/Green field Projects since the inceptions of career including 05 Health Care & 02 Manufacturing Projects



**Core Competencies Vs. Academics**



Degree	Duration	Percentage
LLB – General	2018 -2021	69.00 %
MSc. In Human relevance & Proj. Management	2008-2009	A1-A2 Grade
PGP – HRM & Banking Finance	2007-2009	63.62%
B.Com	2003-2006	51%
H.S.C.	2003	69.33 %
S.S.C.	2001	74.14%

**Objective:**

Versatile professional targeting challenging assignment in HR, IR, Legal & Administration with manufacturing organization repute.

**E-Mail:** [shahkaran@live.in](mailto:shahkaran@live.in)  
**Contact No.:** 09727374074

**Personal Dossier:**

Nationality: Indian  
 Date of Birth: April 16, 1986.  
 Passport No.: M7567693  
 Valid till 25<sup>th</sup> march 2025.

Gender : Male

Wife: Own Coaching Class  
 11<sup>th</sup> & 12<sup>th</sup> Chemistry

Daughter 1: 5th Standard  
 Daughter 2: Pre School

Present – J 103 , Asopalav Club House Apartment, kalali, Vadodara, Gujarat, India

**Languages Known:**  
 English, Hindi, Gujarati  
 French (Basic)

**IT Skills:**  
 Well versed with MS Office, Internet applications, ERP, MS. Project & Oracle E-business Suit , HRMS, HRIS, FactoHR.

**Professional Journey**

Name of Organization	Designation	Location	Duration
Zydus Medical College & Hospital(PPP of govt. of Gujarat)	Senior Manager – Human Resources (Site Head + Corporate)	Dahod	01/Dec/2017 to till date
Fortis JK Hospital (O&M Project of Fortis Healthcare Ltd.)	Manager – Human Resource & Administration (Unit Head)	Udaipur	17/Oct/2016 to 29/Nov/2017
Sunshine Global Hospitals	Corporate Head – HR & Administration (Regional HR)	Vadodara, Bharuch & Surat	17/Feb/2015 to 15/Oct/2016
Tipsons Financial Services Pvt. Ltd.	Assistant Vice President – HR	Mumbai, Pune , Kolkatta, Banglore, hydrabad, Delhi & Ahmedabad(Corporate)	17/Nov/2014 to 13/Feb/2015
Shalby Hospitals Ltd.	Assistant Manager– HR & Administration - (Leading L&D department for Groups of Hospitals - Corporate)	Ahmedabad, Vapi, Jabalpur, Indore & Goa	25/Nov/2013 to 14/Nov/2014
Cheminova India Ltd	Sr. Officer – Pers. & Administration (Associate Role)	Panoli-Ankleshwar	22/Feb/2011 to 23/Nov/2013
Rushil Décor Ltd., Ahmedabad	Executive - PR & Administration (Site Supervisor)	Ahmedabad/ Dhangadhra/ Chickmanglore	18/Sept/2009 to 30/Nov/2010

## Zydus Medical College & Hospital, Dahod -Handling 2 sites (100% subsidiaries of Cadila Healthcare Ltd.), Ahmedabad

- ✦ Actively involved in the **900+ bedded Multi Specialty Hospital and Medical Graduate College Setup** project at Zydus Medical College & Hospital, Dahod and managed upcoming **300+ bedded multi-specialty Hospital at Vadodara & 110 bedded multispecialty hospital at Sitapur** and handed over to their Unit Head- HR's .
- ✦ As a **Head Talent Supply & Retention** for existing setups at Anand & Ahmedabad location by implementing the time motion study (**Feb.-18 to Jul.-18 pilot study**) for the **550 bedded Ahmedabad unit & 150 bedded hospital Anand unit** respectively by reducing average **15%-18% MPC MoM (On project deputation from Feb-18 to Nov.- 18) shifted to Zydus Corporate Office as Corporate HR.** . While joined on-rolls employees were **55 (doctors-12 & Nursing Paramedical and support staffs- 43)** and currently managing **600+ employees and 1200+ Contract workmen** at hospital & College campus.
- ✦ **Launch of Citizen of Company – MDP** program for senior faculties & Department head in Pandemic times
- ✦ Successfully implemented the **Contract Labor Registration, PF Registration, Shop & Establishment Registration, and Corporation Registration** for the **Dahod & Bechraji site** as change of management.
- ✦ Saving of **18% of manpower cost** by effective manpower/faculty planning for **Dahod** unit by mitigating effective recruitment plan for doctors, paramedical and nursing staffs in payroll of .
- ✦ **Launch of Public Health Centre for 15 bedded setups** at bechraji village along with tie– up of Maruti Charitable Foundation – O & M Project (**On deputation from Aug -18 to Nov. 18**) and now expanding the facility to **110 bedded multispecialty hospital in Sitapur village near bechraji.**
- ✦ Migration of Loan Basis Government Medical Staff of Civil Hospital, Dahod to Zydus Medical College & Hospital, Dahod as per census agreement for developing brownfield Medical College project of Govt. of Gujarat to Cadila Healthcare Group. Also convinced 08 doctors out of **12 Doctors of Class-I & Class-II** on our Zydus roles & able to restore **25% of manpower cost** for **03 consecutive years with 20% less salary** then the govt. pay scale.
- ✦ **Restructuring of manpower planning** through grade, scale, incentive/allowance & designation for retaining talent pool at site. Design and implementation of HR policy & **Salary restructuring & grading** for Zydus Medical College & Hospital, Dahod Site **w.e.f. 01.04.2019** post rejoining from **1<sup>st</sup> December 2018.**
- ✦ Managing **faculties colony, Staff quarters, Guest house, Contract workmen facility** as per their eligibilities
- ✦ As a part of **CSR activity** actively participating in the employment **govt. designated camp, ITI's & other seminar related to up-lift-ment of living standard of the society.**
- ✦ **Launch of Rural Population Program** like Hand hygiene, Open Filed applications, Food Habits, Basic Etiquettes for grooming, importance of Education to children to the nearby village area along with community Medicine department for uplifting their living standards for more than **1200+ lives touch based.**

## Fortis JK Hospital, Udaipur – 200 Bedded Multispecialty Hospital

- ✦ **Partnered Business Heads & Finance Team** for Managing Budgeting, Manpower planning and streamlining the unit HR operations through corporate & unit facility director guidelines
- ✦ Launching of **Fortis Ambassador Program** for employee Engagement, Town Hall meetings, Celebration of festivals etc. and **trained the trainer(TOT)** program implemented at first year of establishment.
- ✦ Recruitment of employees from **06 employees** at the **time of joining** the project to 270 employee's strength phase wise recruitments by saving **20% of annual budget**
- ✦ Additionally, responsible for Legal liaison with **ACL offices, Contract Labor management, Canteen, Security, Employment Exchanges, Rajasthan Medical Council(RMC), Rajasthan Nursing Council(RNC)** at Jaipur.
- ✦ Successfully complied to **100% compliance** as per Fortis, state and other norms each quarter over quarters.
- ✦ Implemented Employee Development Program and able to achieve average **08 man-days training** excluding orientation program..

### Sunshine Global Hospital- Handling 05 Units of Hospital

1. Baroda Medicare Pvt. Ltd., Surat (BMPL)
2. Baroda Medicare Pvt. Ltd., Mankalpur, Vadodara(BMPL)
3. D R Healthcare Pvt. Ltd. , Diwalipura, Vadodara(DRHPL)
4. H Medicare Pvt. Ltd. (HMPL), Bharuch
5. Baroda Hospital Ltd. (BHL, Vadodara)

- ✦ **Launch of premium flagship hospital** of the group having 300+ bedded super specialty referral facilities with cutting edge technology as **Group Head – Human Resources**.
- ✦ Lead all the verticals of the HRD function like Talent Acquisition and Talent Management, Strategic HR, Employee Engagement, HR Shared services, HR compliance – Statutory and company/ policies, HR Audits, PMS, Comp and Ben, Payroll/compliance, Rewards and Recognition and HR Ops includes the NABH Standards & Time Motion Study Practices at the groups of hospitals under **leadership of Group COO**.
- ✦ **Design of Performance Appraisal and Competency Evaluations** for an employee base of 1200+.
- ✦ Ensuring attrition below **6.5%** average during association & able to minimize the budget by **20-25%**.
- ✦ Additionally, responsible for **Legal liaison like Atrocity Case, Medico Legal Cases, Reinstatement cases & Payment of wages cases, Labor Court, ACL offices, Contract Labor management, Security, Employment Exchanges** at Bharuch, Surat & Vadodara branches.
- ✦ **Legal Cases of Group Hospitals** with the help of the Advocates & Case conciliation documents to Labor court & High courts.

### Tipsons Financial Service Pvt. Ltd-Handling Corporate Office & 05 branch office

- ✦ Launch of **Centralized HR department and Corporate Policies** at group level first ever in the history of company
- ✦ **Single click Payroll software implementations** at group level & Audit for Branch office shifts
- ✦ Preparation of **KPI & KRA along with Fixed and Incentive structure** at group level
- ✦ Design of onboarding & recruitment of CA's , ICWA, Tax Auditors/Consultants, Dealers & Sub Dealers, Traders and Back office staff for Mumbai, Pune , Kolkatta, Banglore, hydrabad, Delhi and for Ahmedabad corporate office.
- ✦ Assistant to the Directors for drafting/Forwarding letter to the Ministers & Parliamentary and Docket preparation for Vibrant Gujarat for MOU's and communication to various authorities like PF, Labour and other CA's clubs for branding and promotion of Group of Companies.
- ✦ Social Media management through Linkedin and Naurkri portal for inviting applications for various opening and managing team 09 team members for day to day HR Operations and systematic development of Branch Budgeting and planning along with Directors of each group companies.
- ✦ Sourcing for new branch offices in the India for expansion for the business verticals into
  - Fixed Income,
  - Merchant Banking,
  - Stock Broking,
  - Investment Banking
  - Portfolio Management at group of companies.

### Shalby Hospitals Ltd. - Handling 07 Hospital Units including 2 Brownfield Projects

- ✦ Designing & Imparting **Induction Program** to New joined group employees & their Buddy assigning as corporate Head – Learning & Development and managing 06 people team.
- ✦ Active involvement in **planning & facilitation of Behavioral Training programs** for group of hospital at **Ahmedabad** (SG unit + Corporate Office+ Bopal Unit+ Memnagar), **Vapi, Goa & Jabalpur** during the brownfield development of the units.
- ✦ Working on career succession planning for upcoming projects for group of hospitals from corporate office.
- ✦ **ISO audit & maintaining the Standard Operating Procedures** as **Management Representative**.

- ✦ **NABH compliances** updating & SOP's Creation & Re-engineering in support activities with the help of business analyst.
- ✦ Imparting **Medical & Non-medical** trainings to employees of Shalby and group of hospitals.
- ✦ **Organization Restructure** - Involved in designing the Organization Structure which focuses on growth path & career progression of employees and active involvement in implementing the same across all levels within the organization
- ✦ Responsible for managing **International helpdesk** & transportation management inclusion of event management.
- ✦ Active involvement in **KSS (Knowledge Sharing Sessions)**, wherein interactions are held with technical teams focusing mainly on identifying areas for training on existing & upcoming technologies
- ✦ Facility Management through Travel Desk, Guest House & Contract Labor – HK, Aayaben, Warboys, Security etc through F&B and Engineering head.

#### **Cheminova India Ltd. – Managing 03 Plants including 01 Greenfield Herbicide project**

- ✦ **Talent Acquisition** – Manpower Planning, Recruitment, negotiation & Issuance of final LOI.
- ✦ **Designing of Job Descriptions / Job Specifications** in consultation with department heads
- ✦ Coordinating with department heads for **performance feedback & further recommendation**
- ✦ Actively engaged & Assisted the active union communications- **strikes of labors & workmen at factory site**
- ✦ **Several Domestic Inquires** as assistant representing officer & guide to the witness's statement for the **charges assisted in settlement** as committee member as document controller & drafting the letters under the guidance of the **Location Head- Personnel & Administration** and able to **inactive union** from the site during the service tenure.
- ✦ **Tracking of compliances** as per Factory, contract Labor and Payroll Compliances MoM.
- ✦ Ensuring targeted supply of contract labor requirements. Uniforms, PPE's & pre health check-up
- ✦ **Salary & wages payment to Contract Labors** i.e. Advance, Allowances & Fines
- ✦ Monitoring for the of the contract staff before taking them in plants premises & **OHC management**
- ✦ Negotiation with the hotels for the packages & corporate tariff rates as per the eligibility of employees
- ✦ Managing & Supervising the **quality & Quantity of food** in Breakfast, Lunch, Snack & Dinner
- ✦ Ensuing smooth **Transportation & Vigilance Management** through GPS of company owned vehicles, CCTV & Surveillance in factory premises, Transport Bills, Security Bills & Hotel Payment tracking through the standard contract terms & conditions.
- ✦ Implementation of **ISO 9001:2004, ISO 18001:2006, OHSAS** implementation at factory Site
- ✦ Introduced the **punching system for food & tea** and able to achieved **60% reduction of food wastage** in a year by minimized **food cost** burden by **25% (As Secretary of Food and Beverages Committee)**.

#### **Rushil Décor Ltd -Brown Field Particle Board Plant & Green Field MDF board plant**

- ✦ **Talent Acquisition-Recruitment & Selection-** Introduced standard procedure –Referral Scheme for 3 project sites.
- ✦ **Projects & Govt. Liaison** with local, state & central authorities like Govt. of Gujarat, Sarpanches & KIDBA
- ✦ **Statutory Compliances** like GEB, Taluk Panchayat, Gram Panchayat, Labor Contractor for Site
- ✦ Heading **time keeping function** to support in statutory returns such as PF, ESIC, P. Tax, Attendance, Leave records, Disciplinary action such as absenteeism, suspensions etc.
- ✦ **Preparing MIS of staff & Employees** and Coordinating trainings for them with external Faculties
- ✦ **Contract Management & Event Management** for the site and ILMA authorities.
- ✦ Independently handle **administration of Guest House, Canteen, Employee Transportations, CUG card issuance** and **labor colony** at site.

Date: - 01/August/2022.

Karan G. Shah