



SATISH BENIWAL, SPHRI™
Senior Manager- HRBP

Personal Data

- **Father's Name** : Late Shri Jagdish Prasad Beniwal
- **Date of Birth** : 15 Mar 1988
- **Sex** : Male
- **Nationality** : Indian
- **Marital Status** : Married

Language Known

- English -Proficient
- Hindi -Proficient
- Rajasthani- Proficient
- Gujarati- Intermediate
- Marathi- Intermediate

Hobbies

- Playing Games
- Travelling

Present Address

F-1, First Floor, Plot No.93, Nidhi Avenue, Adipur, Gandhidham, Kutch, Gujarat, Pin-390002

Permanent Address

VPO.- Gathwari
Teh.- Jamwaramgarh
Dist.- Jaipur, Rajasthan
Pin-303120

Contact Number

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Email ID

satish88beniwal@gmail.com

Professional Summary

Certified **SPHRI™** results-driven human resources professional with over 12.5 years of diverse experience in talent acquisition, talent management, talent development, employee engagement and personnel administration.

Educational Qualification

- **LLB**, University of Rajasthan, St. Wilfred College of Law, Jaipur, 2016 (Percentage-52%)
- **Diploma in Cyber Law**, Asian School of Cyber Law, Mumbai, 2015 (Percentage-65%)
- Qualified in **National Eligibility Test for Lectureship (NET) in Management**, UGC, 2013
- **MBA** in Marketing & Forestry and Environment Management, MIT College of Management, Pune, SHIATS Allahabad (formerly Allahabad Agricultural Institute), 2010 (CGPA-9.83)
- **NCC "C" Certificate**, 7Raj(I)Coy NCC at Jaipur, 2007 (Grading-B)
- **B.Sc.** (Chemistry, Biotechnology and Zoology), University of Rajasthan, Jaipur, 2007 (Percentage- 62.66%)
- **12th**, CBSE Board, Jawahar Navodaya Vidhyalaya, Paota, 2004 (Percentage-71.4%)
- **10th**, CBSE Board, Jawahar Navodaya Vidhyalaya, Paota, 2002 (Percentage-70.6%)

Professional Enhancement

- Certified Senior Professional in Human Resources- International (**SPHRI™**) from **HRCI**, 2022
- **Managerial Effectiveness** and **Train the Trainer** by TLE (The Learning Enablers), 2022
- **Certified Facility Management Expert** by **Vskills**, 2022
- **Certified IMS Internal Auditor**, ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, TUV Nord, 2021
- Online **OD Certification Program for HR Professionals**, FICCI, 2021
- Online Workshop on **Labour Laws**, CII, 2021
- **Responsible Care**, Indian Chemical Council, 2020
- **StepUp to FLL Module 1**- RIL Leadership Academy, Mumbai, 2019
- **Potential Leaders Cadre**, RSRMA, RIL Nagothane, 2019
- Qualified written screening of **Career Acceleration Program- CAP, Step Up and PSL**, RIL, 2017 & 2018
- Refresher Course in **Support Services**, RSRMA, RIL Nagothane, 2015
- **Specialised Auditors Course**, Bureau Veritas, RIL Mumbai, 2014.

- Basic Course in **Support Services**, RSRMA, RIL Nagothane, 2011

Employment History: 12 Years

Lead / Senior Manager - HRBP, (HR & Administration), Aarti Industries Ltd, Vadodara and Bhachau, 03 Years+

23 May 2019- Present

- Responsible for developing and implementing HR & Administration Codes and Certified Standing Orders.
- Managing Employee Life-cycle- Hire to Retire on Darwin Box
- Responsible for Recruitment and Selection, Talent Development, Employee Engagement, Performance Management, Organizational Development, Change Management, and Internal Communications.
- Led and implement the strategies of the Recruitment and Selection process up to Manager levels of the organization.
- Ensure sustainable hiring and achieve 98% OTIF of CSOS by optimizing the TA Costing within Allocated Budget
- Led and implement the operation, sustainability and behavioural training programs as per Annual Training Calendar to achieve 4 mandays of training to strengthen technical, functional and leadership skills up to Manager levels of the organization.
- Ensuring cross functional stint for Campus hires,
- Responsible for maintaining the LMS Platform- ATOMS for assigning training, capturing attendance, capturing pre & post test, feedback and mandays data
- Elevation of environment of transparent communication & encouraging objective of 100% Performance Dialogues in all Job Family Employees enabling Higher Performance
- Implementing initiatives centric to findings of Gallup Survey thereby making Aarti “Best Place to Work”
- Enhancing employee experience through Arjan, Nirvana, Anahata, Employee Connect events, Sports & Cultural Initiatives
- Build a culture of Reward & Recognition and achieve 100% Usage of Arjan Platform
- Maintain Operational Discipline and 100% Compliances as per the CMS (PwC) and CLM Requirements
- Responsible for timely processing payroll and other reimbursements of 500 employees
- Managing employee relations (including conflict resolution), timely resolving grievances and maintaining harmonious industrial relations
- Timely Incident Investigation and taking Disciplinary Action as per the DAP Process
- Responsible for Service Sourcing, SAP-PR, PO and GRN
- Responsible for General Administration, Security, Industrial Canteen, Housekeeping, Horticulture, Employee Transportation, Guest Houses, Employee Colony, Personnel Administration, Employee Reimbursement, Pass Section and Contract Labour Management

Manager - Support Services, Reliance Group Support Services, RIL, Nagothane and Dahej, 08 Years

04 Jul 2011 - 22 May 2019

- Developing and implementing Support Services Policy.
- Recruitment, selection and training of Support Services Staff
- Conducting online MRC Validation of officers
- Training need analysis and developing individual development plan
- Training content design and review on the basis of learner’s need
- Leveraging learning in the organisation through e learning

- Maintaining learning dashboard mentioning the no of learning hours
- Planning for training and managing annual budget
- Coordinating with internal and external faculty
- Creating WBDS of Support Staff
- Attendance checking of contractual staff in muster roll
- Shift Schedule updating and regularizing for Executives in ESS
- Timely preparation of Budget Estimation and Approval formalities
- Releasing Service Entry after due check in SAP
- Scrolling of Invoices through e-JMS
- Ensuring timely settlement of Medical, Transport Bills and Other Reimbursement Claims of all Executives
- Issuing and Coding of Identity Cards of new employee after getting requisition duly signed by Plant HOD
- Issuing of Entry Permits to the Contract Labor and other Agency Staffs
- Ensuring of Proper Documentation for Internal as well as external audit
- Creating Audit Plan and conducting Audits
- Managing “Imprest” Money for the Department
- Ensuring strict implementation of Operational Discipline aspects.
- Track implementation of all projects given in AOP, First & Second Party Audits
- Overall coordination of the organisation's response to a crisis, in an effective, timely manner.
- Maintain harmonious industrial relations
- Big Event Management (i.e. IPL, Ranji and Reliance Family Day)
- Business Transformation

Executive - Operations, Bhartiya Samruddhi Finance Limited, Basix Microfinance, Jodhpur, 01 Year

21 Jun 2010 - 22 Jun 2011

- Livelihood Promotion
- Loan and Insurance Portfolio Management.
- Selection and Training of Field Staff.
- Appraisal of Loan Proposals.
- Loan Recovery Management.
- JLGs & SHGs Development services.
- Risk Management & Internal Audit

In-house Trainings

- **HR Compliance Management**
- **Performance Management**
- **Payroll Management**
- **Competency Framework**
- **Employee Engagement**
- **Talent Acquisition**
- **Capability Building & ATOMS**
- **Darwin Box- Employee Lifecycle Management- Hire to Retire**
- **SCRUM- Contract Labour Management**
- **Gallup Access Platform**
- **POSH and Code of Conduct**
- **Service Sourcing, SAP-PR, PO and GRN**

- **Aayam- Expanding Horizons: Transformation Journey**
- **Aarti Management Systems and AIMS**
- Business Transformation
- Risk Management and Risk Assessment
- **Reliance Compliance Management System**
- **SAP HR-** Time Sheet, Master Creation and My HR, **SAP MM-** PR, PO and FO Creation, JMS and Vendor Billing, **SAP AM-** Create Audit Plan, Assign Audits and Conduct Audits
- Business Continuity
- Drills and Exercises
- Operating Management System (OMS)
- Integrated Management System (IMS)
- Credential & Antecedent Verification
- First Aid, Fire Fighting, Industrial Safety and Defensive Driving
- Reliance Safety Observation- ReSOP
- HR Digitisation- Attendance, Headcount, Access Control, ID Card and SCRUM, Compliance System- Installation, commissioning and Operations of systems and applications.

Key Achievements

- Successfully coordinated Gallup Voice Survey, 2020 & 2021
- Successfully coordinated **IMS Recertification Audit** at AIL conducted by CPG, 2021
- Formulated **Corporate HR & Administration Guidelines** for AIL, 2020
- Successfully coordinated **AIL's New Corporate Office Building Project Work** at Vadodara for 300 employees seating space, 2020
- Successfully coordinated **Responsible Care Audit** at AIL conducted by Indian Chemical Council, 2020
- Conducted & Coordinated **Risk Assessment** of AIL Sites, 2020
- Selected for **StepUp to FLL Programme**, RIL Leadership Academy, 2018
- Coordinated **Reliance Family Day Event** at RIL NMD, 2017
- Implemented **Attendance and Access Control Punching System** project at RIL NMD, 2017
- Implemented **BT Project, SCRUM and EPMS Systems** at RIL NMD, 2014, 2016 & 2017
- **Conducted Second Party Audits of RIL JMD, CBM Shahdol, BMD, HMD and VMD, 2015, 2016, 2017 & 2018**
- **GEMS Award** at NMD for extraordinary service performed during Plant Turnaround, 2017
- **Won R-Voice Communication Playbook Online Quiz**, 2016
- As part of NMD won following team awards:- Good Housekeeping, Operational Discipline, Petro Cup, CASHE Award, 2014, 2015, 2016 & 2017
- **GEMS Award** at NMD for extraordinary service performed during emergency of propane tanker accident and leakage inside the Complex, 2013
- Participated in the Inter Site Basketball Tournament from 2012 to 2019 at RIL
- 100 percent recovery rate of loan portfolio at BASIX Microfinance, 2011

Declaration

I hereby affirm that the aforementioned information given by me is true and correct and that I have not held back any information that, if disclosed, would be a factor in determining my eligibility for employment and undertake that should any information given here be found to be false; I shall be liable for dismissal. I also affirm that I have not been involved in any unlawful and illegal activities

Date: 01.12.2022

(Satish Beniwal)