

Jaspal Singh

Head Human Resources

Lagos

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- An incisive senior HR professional with 18 years of experience in Human Resource functions in India and Nigeria, across sectors like – Manufacturing, Information Technology, Port and FMCG companies like Aditya Birla, Vedanta Group and Adani Group & Imperial Logistics
- Extensive background in HR generalist affairs, including working with C-Suite, experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
- Successfully contributed in designing and implementing HR systems and processes as well as addressing large scale hiring for green field projects as well as Expansion plans in FMCG, Manufacturing and Information Technology Organizations across levels including Senior Management hiring.
- Partnered and Leading the SAP HCM implementation as Core Team Member
- Participated as active team member in drafting and designing various quality processes and facilitated certifications like ISO.9001 & ISO.27001 Standards

Willing to relocate to: Saskatchewan - British Columbia - Ontario, CA

Personal Details

Date Of Birth: 1974-07-01

Employment Eligibility: India, Nigeria

Highest Career Level: Executive

Industry: Human Resources, Logistic Support, Management, Retail, Sales

Total years of experience: 18

Work Experience

Head Human Resources

World Wide Commercial Venture Ltd - Imperial Logistics - Lagos

September 2020 to Present

- o Leading the Human Resource Change Management program for Nigeria Operations
- § Organization redesign
- § SAP SuccessFactor Implementation and roll out program
- o Re-Designing and optimizing the Performance & Rewards Management Program
- o Road Map design for Leadership Pipeline
- o Bring efficiency in HR Operations
- o Overall productivity improvement & HR cost optimization

Cluster Head HR - Sales Force

Adani Wilmar Ltd - Mumbai, Maharashtra

April 2018 to March 2020

Team Size - 3

- a) Support and develop relationship with the Zonal | Regional | Area managers to effectively manage HR function during the merger & acquisition.
- b) Ensure people strategy is developed and implemented throughout the Cluster.
- c) Participate and ensure success of the change management programs such as GTM program, HR process changes such as performance management at various levels.
- d) Communication
 - * Establish proper channels of communication effectively with Management as well as employee
 - * Find innovative ways how to get information across and simplify HR in the Cluster
- e) Manpower Planning and Hiring:
 - * Preparation of Manpower Budgets for the Region and ensuring proper dissemination of the same
 - * Drive the talent acquisition as per the business plan with the agreed timelines
 - * Develop sources for hiring and regularly monitor the effectiveness and course correction
- f) Talent Management:
 - * Drive the Talent Management as per the AWL guidelines.
 - * Educate and prepare the Line Leaders on various Talent Management practice.
 - * Monitor the effectiveness and highlight the course corrections for the Talent Management Practice.
- g) People Engagement & Expectation Management
 - * Work with the Regional Business Teams to develop initiatives that promote development of favorable employee relations
 - * Ensure proper induction, employee engagement initiatives and other initiatives to achieve a state of good employee morale.
 - * Ensuring full transparency in implementation of HR Policies at Regional level
 - * Be an active and effective interface between the employees and the Corporate HR on all employee related issues.
 - * Ensure coordination of various L&D initiatives that are being driven from Head Office
 - * Support the Corporate HR in seamless administration of performance appraisal and incentive programs
- h) Participate in business reviews

BU Human Resource Partner

Adani Enterprises Ltd

January 2013 to March 2018

Team Size - 4

- a) Group HR Resource
 - Divining the Group wide Premier Institute hire and engagement program.
 - Partnering with the International Business Unit for HR program governance.
 - Partnered the designing of the HR policy and process for US entity and HR business partner for the India based employee.
 - Driving the People Change vision through Group Project of Functional Council and Governance from the HO
- b) BU HR Partner - F&A Share Services & Corporate IT
 - Talent Acquisition -
 - * SLA based hiring process
 - * Participate in the Manpower forecasting, recruitment plan development.
 - * Conduct Assessment and Interview of Middle & Senior Mgmt. candidates.
 - * Review and resolution of recruitment related escalated issues

- * New Hire On-boarding & Designing Learning path
- * Partnering the Central TA head in partnering the various TA initiatives
 - Talent Development -
- * Managing SLA based Learning & Development plan
- * Initiation and management of TNI and annual training calendar roll outs
- * Conducting the programs thru the identified trainers - in-house or outside trainer
 - Employee Engagement -
- * Designed enablers for creating an engaged workforce.
 - Performance Management -
- * Institutionalize PMS framework within the business guidelines and monitor completion
- * Driving the normalization process in line with the corporate guidelines
 - Business Process Transformations & Change projects
- * Partnering the various HR BPT initiatives - launching of online Talent & Learning Management systems
- * Partnered the Group IT & IBM in Rebadging exercise of 200 resources
- * Partnering the Assessment Centre program for the retained IT team for role fitment

Manager HR & Admin

Infostretch Solutions Pvt. Ltd

July 2010 to January 2013

Team Size - 4 recruiters | 3 Admin

The role encompassed a broad level involvement of creation of robust HR & Admin function to meet the growth need of the organization.

- Talent Acquisition & Management
 - Draw a talent acquisition plan with the right hiring mix of fresher & lateral
 - Developed a Talent Management Strategy to hire, develop and retain talent.
- Employee Engagement & Reward & Recognition
 - Designed & implemented initiatives for effective employee engagement
 - Designed and implemented a R&R initiative
 - Great Place to work Participation
- Talent Development -
 - Formalize Training & development and creation of learning culture. Mandate to have 4 man days training per employee
- Performance Management -
 - Formalized the Performance Management System
 - Driving the normalization process as per the set guidelines
- Organization Change & Quality Culture initiatives
 - Initiated the Change management process at Leadership Level
 - Creating a culture of quality within the HR processes by creating a SLA driven approach compliant with the ISO standards
- Compliances-
 - Institutionalized the compliances process
 - First Inspection of PF inspector
 - ESI registration and inspection
- Compensation & Benefit -
 - Redesigned the compensation for Campus hiring - attributing to reduction in attrition at entry level due to salary by 20%

Manager HR

Torrent Power Ltd

August 2009 to July 2010

Team Size - 2

➤ Talent Acquisition:

- Central Hiring Resource for key Power Plant resources
- TAT based hiring done for 2 Critical Resource & 12 key resource
- Consolidated and improvement done for the existing JD

➤ Training & Development

- Training Coordinator for Soft skill / Behavioral trainings

➤ Reporting & MIS

- Preparing the Dashboards for TA & T&D
- Mapping spend & budget for TA & T&D

Manager HR

Vedanta Aluminum Ltd

May 2008 to July 2009

Team Size - 5

➤ Employee Relations

- Managing Hire to Exit process for 3000 employee
- Designed and implemented SLA based HR process

➤ HR Operations

- Payroll - SPOC for 3rd Party Payroll processor - Hewitt
- SAP SPOC for HR module
- Employee Data Management

➤ Talent Acquisition

- Partnering the corporate Campus hiring process for 250 trainees

Assistant Manager to Manager HR

Adani Group

December 2004 to May 2008

Plant HR Role)

Team Size - 4

a) Employee Relations

- Onboarding & Induction at Plant
- Employee life cycle management
- Payroll management

➤ Talent Acquisition

- Mapping Annual Hiring plan based on Manpower planning & Attritions
- Identified critical positions & management path
- Partnering the local ITI to create a talent pool of resources
- Partnering the availability of contract resources for packaging, warehouse operations
- Created an onboarding & induction plan for lateral and new hired Trainees

- Talent management
 - Created JDs for key positions
 - Develop & Partner the people capability thru personal, collective and professional development plans
- Administration
 - Transport & Canteen management
 - Security & safety
 - Vendor management

- Partnering Organizational Initiatives
 - Compensation Survey and salary refitment
 - SAP HCM implementation - Core team member for Adani Ports & SEZ Ltd
 - Contractor compliances

Assistant Manager (Plant HR)

Aditya Birla Group

September 2003 to December 2004

Talent Acquisition

- Manpower and attrition based hiring
- Managing the IJP process
- Partnering the campus hiring process
- Green field project - Leading the hiring for Greenfield project of textile research center

➤ Talent Management

- Managing the Mentorship program for the GET
- Green field project - Designed an onboarding and learning path for the new hired technicians

➤ Employee Relations

- SPOC for Lateral & Graduate trainee life cycle management

➤ HR dashboards & MIS

Self-employed

June 1999 to August 2003

Education

MBA

Pune University - Delhi, Delhi

B.Com in Collage of Arts Science & Commerce

Pune University - Pune, Maharashtra

SSC

Vidya Jyoti School - Jamshedpur, Jharkhand

Skills

- HR (10+ years)
- TRAINING (8 years)
- PERFORMANCE MANAGEMENT (8 years)
- ORG DEVELOPMENT (Less than 1 year)
- ORGANIZATIONAL DEVELOPMENT (Less than 1 year)

Certifications and Licenses

Thomas International DISC Certification

July 2013 to Present

Competency Assessment Tool for Job and Career Fitment and Advice

Additional Information

HR Skills

Consultation

Communication

Mediation & Advocacy

Relationship Management

Critical Evaluation

Assessment

Ethical Practice

Organizational Development

Orientation & On-Boarding

Training & Development

Performance Management

HR Policies & Procedures