

RAJNANDAN KUMAR SINHA

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Flexible, Resilience & open to adapt new challenges, seeking leadership role in HRD function with a progressive organization.

CAREER STATEMENT

High-energetic professional, offering 14+ Years of exp. in Strategic HR generalist. A trusted practitioner with good exposure in designing and implementing of HR systems in Existing & New manufacturing set-up scaling new heights of success with hard work & dedication and leaving a "mark of excellence" on each step.

COVER LETTER & RESUME

Over the period, I gain versatile skills set to fit in any of the domain areas in Strategic HR / Corporate HRBP. I am Law Graduate and Master's in Human Resources (MBA-Full time), currently handling more than 500 peoples.

I have worked ISO 9001:2008, ISO 14001: 2004 and OHSAS18001 certification and BS OHSAS 18001:2007 certified for the establishment and application of required standards within: Sales, Planning, Engineering and Design, Procurement, Manufacturing, Service, Installation, Erection, and Commissioning of Single Machines and Turnkey Plants for Bulk Materials currently associated with FLSmidth Pvt. Ltd as HR Manager.

I have accomplished and enriched experience of approx. 14+years in Manufacturing, service and planning field in various competencies like

- ☒ Design and Development – of policies/strategies for HR/ER, L&D, HR Balance Scorecard.
- ☒ HR Business Partnering & Stake holder's managements for Org. Vision/Mission accomplishment.
- ☒ Talent acquisition, Talent mgt., Competency Framework development, PMS&HIPOT's Succession planning.
- ☒ Organization development, Cultural change intervention & Org. restructuring / Re-design.
- ☒ Compensation and Benefit management, SAP HCM Module, entire payroll mgt.
- ☒ IR/ER, multiple Union handling & Wages settlement (LTS) negotiations, Labour Relations.
- ☒ Working on Proactive IR practices (Strong Grievance handling Procedure / disciplinary actions)
- ☒ Productivity Improvement projects, CFT's, Quality Circles etc.
- ☒ Environment, Health & Safety Expert, skilled at handling various audits (QMS/EMS/OHSAS 18001).
- ☒ HR Budgeting (Personal Cost, Overheads Cost, CAPEX), HRMIS (Various HR Matrix, Dash Board, PQCDMS etc.)
- ☒ All Legal & Statutory compliances as per various acts & Govt. liasoning.
- ☒ Social Liasioning& CSR Initiatives, Relationship matrix mgt.
- ☒ Strong/fair and cost effective administration

Dedicated & feel home at work, I always love to accept challenging assignments. I'll be particularly good in versatile role, because I am passionate about what I do, I am consistent in my approach to systems and procedures and I feel, I have the motivational and interpersonal skills with 14+year's journey of corporate exposure to get people to believe in the benefits of strong pre-defined procedures & standards resulting in significant, positive impact in the overall growth of the company.

I maintain a clear and transparent approach to everything I do, I encourage honesty and always support everyone in the organization to help them work towards, and maintain, exceptional quality output with micro level schedule, planning and delivery of results.

Also, I believe in clear communication with everyone involved in the process and also have outstanding motivational skills. I am consistent in terms of standards and prepared to stand by the position at all times. I am a person who believes / breaths excellence 24x7 hrs. in life and I believe that I have to be excellent whatever I do.

I feel that, if given an opportunity, I could demonstrate every aspect of competencies I have acquired; I can perform my duties competently. In return, the organization will get an outstanding, loyal and totally committed team member.

Date :

Place :

(RAJNANDAN KUMAR SINHA)



KEY PROFESSIONAL COMPETENCIES

<ul style="list-style-type: none"> -ESI -EPF -Bonus -Gratuity -Attendance -Leave -Payroll process -Excel 	<ul style="list-style-type: none"> -Recruitment Process -Joining Formalities -Exit Formalities -Training and Development -PMS – Appraisals -Employee Engagement -Employee Relations -Retention Policy -Talent Acquisition -Talent Management -Competency based PMS -handle Union 	<ul style="list-style-type: none"> - Succession Planning for HIPO's - Competency Frame / Skill mapping - Productivity improvement - Employee Engagement - OD/ Culture change Interventions - Role restructuring& enrichment - Great Place to Work practices 	<ul style="list-style-type: none"> - Compensation & Benefits structure - Job Evaluation (Min, max, Optimum) - Target Percentile, Midpoint, Compa ratio -Job analysis, Job enrichment/enlargement - HR Budgeting & Cost reduction - SAP HR activities - Formulation of HR/ER strategies - HR Policies /road map drafting - Payroll mgt.
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PERSONAL STRENGTHS

<ul style="list-style-type: none"> - Accuracy 	<ul style="list-style-type: none"> - Quick Learner - Result oriented - Relationship building 	<ul style="list-style-type: none"> - Team player - Honesty - Emotional Intelligence 	<ul style="list-style-type: none"> - Flexible / Supportive - Can Work Under pressure - Self- motivator
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Career Progression (Total Experience - 14+ Years)

Organization		
Designation	Exe. – HR	M – HR
Tenure	Jan 2010~ Feb 2011	Mar 2011 ~ Feb 2023
Manpower	500	2000
Reporting	Mgr. HR	Domain HR Head & India Head
Reportees	2	4

Professional Journey

Present Organization: FLSmidth Pvt. Ltd. (Planning, Engineering and Design, Procurement, Manufacturing, Service, Installation, Erection, and Commissioning of Single Machines and Turnkey Plants).

Key responsibility:

- HRBP and stake holder's managements for future business challenges & HR developments
- Capability development of HR & leadership development for Future.
- Engaged the contractor and handle the contractor and maintain the statutory records.
- Develop Competency mapping framework, Inline all business activities as per the framework.
- Talent management & retention
- Skill up gradation, Implement Learning & development initiative to meet future talent requirement / gaps.
- Designing PMS, KRA's / KPI's periodic review, career path / development plan in line with Job expectations.
- Improving employee's experience, Improve diversity & inclusion
- Organization Core Values effectiveness, Great place to work practices & WCM culture
- Productivity improvement through employee engagement.
- Compensation & Benefits strategy (Compa Ratio, Job Evaluation – Min, Max and optimum for a grade)
- HR / ER strategy for HR Key deliverables as per future business plan, manpower strategy.
- Competency mapping, Skill up gradation, talent acquisition
- Implement Learning & development initiative to meet future talent requirement / gaps.
- Understanding cultural issues & Promoting culture of Trust, Creativity & Co-operations / Collaboration

Create Harmonious relations, Educating worker & Union for Org. Objectives in line with.
Improve productivity, capacity utilization & reduce unauthorized absenteeism
Increase engagement level specially Unionize workers for internal issues, rejections & productivity improvement.
HR Generalist responsibility (Budget, Payroll, Audits, compliances, Administration etc.)
Recruitment coordination. Training coordination
HR Generalist responsibility (HRMIS, Budget, Payroll, Audits, compliances, Administration etc.)
Absenteeism, Contract Labour mgt. Engagement activities, Birth Meeting etc.
Invitation letter, Guest House mgt., handle foreigner visit in India for project purpose.
Green Field project, entire compliance and HR process development.
ER/IR coordinator for regional IR relationship matrix, Govt. Liaisoning etc.
Induction and screening of new employees and blue collar workman.

Key Achievement:

Improved **Diversity & Inclusion** at org level (Introduce female, DET/GET, NEEM/NAPS trainee & contract Labour).
Successfully taken "**Austerity measures**" aligning all stake holders in tuff pandemic (COVID-19) time for cost saving.
Successfully initiated "**Culture Building drives**" **400 work's home visits for people connect**, implemented "**Thank You card**", "**Well done Card**", to develop recognition culture.
Successfully completed **12 EPC projects** to engage unionize worker for improvement in PQCDMS.
Launched "**Young & bright**" and "**Supervisory Skills development program**" to create new L&D culture
Conducted "**Great Place to Work**" assessment program achieved 80% engagement index.
Awarded **BEST HR SUPPORT in 2016 and got spot Bonus**.
Giving training to our executive and Drivers of Road Safety.
Highest training hours (8480) 2020 in COVID-19 pandemic time
Achieving **50% reduction in indirect hrs.** (By departmental Transfers, M&P Studies, outsourcing)
Designed **KRA / KPI's** at each level & its review system as per competency matrix & functional requirement as per org. objective
Delivered trainings on **Effective mail writing, com. skills, emotional intelligence, time mgt., stress mgt. leadership skills, negotiation skills, business etiquettes** etc.
Handling multiple registered trade union, most complex IR environment, frequent IR disturbances, Union Interference in management rights, No respect of Standing order, appointment letter, SOP & valid LTS. Inflexible, Low productive workmen, frequent illegal & unreasonable demands.
Signed 2 Tripartite 12 (3) / Bipartite 18(1) Wage Settlement (LTS) within 6 months & successful implementation.
Zero IR Unrest during Forceful VSS (**Voluntary Separation Scheme**) – **150 workers in project.**
Broken trade union sub grouping & balancing **Union Ratio** from **50:50 to 70:30**. Achieved major minor **union strategy**.
Successfully handled **Go Slow, agitation Gherao, Strike, Suspension, Lay off, Retrenchment**.
Improved Trainees productivity **68 to 75** on HPDC, LPDC, Robotic G&P, automatic assembly line etc.
Giving the training at work place about "POSH Act 2013".
Successfully handle the labour case in labour court, Rayagada, Odisha in 2015.
Successfully handle the case under CLRA Act in CJM court, Bhilwara, Rajasthan in 2021
Handled theft case termination case in Kashipur Court and Rayagada labour court.

Awards & Appreciations

- ☒ Appreciation by India MD for SGA Projects (Emp. Engagement drive) for productivity improve - 5th April 2019.
- ☒ Departmental promotion – Three Times.
- ☒ Sport Bonus for best employee
- ☒ Best safety award (Group CEO)
- ☒ Long service award – 5 years and 10 years
- ☒ Appreciation mail by HOD in many times
- ☒ Appreciation mail by HR Head in India and south Africa region.
- ☒ Appreciation mail by HOD for giving the training to our site staffs about POSH
- ☒

Previous Org.: McNally Bharat Engineering Company Ltd. (Manufacturing of equipment parts)

Key responsibility:

HRBP and stake holder's managements for future business challenges.
Recruitment coordination.Training coordination
HR Generalist responsibility (HRMIS, Budget, Payroll, Audits, compliances, Administration etc.)
Absenteeism, Contract Labour mgt. Engagement activities, Birth Meeting etc.
Invitation letter, Guest House mgt., handle foreigner visit in India for project purpose.
HR Generalist responsibility (Budget, Payroll, Audits, compliances, Administration etc.)
Improve productivity, capacity utilization & reduce unauthorized absenteeism
Promoting culture of Trust, Creativity & Co-operations / Collaboration
Implementation of KRA review systems, career path / development plan in line with Job expectations.
ER/IR coordinator for regional IR relationship matrix, Govt. Liasioning etc.
Screening of new employees
Established **Green field project** and its compliances with various acts

Key Achievement:

Handled Payroll, **statutory** compliances independently under various acts.
Handled the EPF and ESI compliances independently under acts.
Handled various audits **HR Statutory, Payroll, ISO 9001-2008, IMS and OSHAS.**
Handled **engagement** activities like **birth meeting, Annual day, open house, picnic etc.**
Handled entire administration (Canteen, transport, Security and housekeeping).

Macro activities under various Competencies

Industrial & Employees Relations: -

IR/ER Strategy, risk anticipation & prepare action plan accordingly. Liaison with Govt. Machinery.
Responsible for maintaining **Harmonious Industrial Relations & Healthy Work Culture** at plant.
Enforcement of **LTS & Certified Standing Orders& Service rules** & its communication to plant people
Wage survey, welfare benefits benchmarking, LTS inputs, MOU & **road map for LTS.**
COD Analysis, anticipation of demands, counter reply preparation & preparation of Mgt. COD.
Managing disputes with Unions leaders for grievances, discipline, productivity (**2 Unions AICTU & INTUC**).
Disciplinary actions – **Preliminary enquiry,show cause, Charge sheet, Suspension orders, Warning letter & 2nd show Cause, Final punishment order**, attending trails at labour court/office etc.
Domestic Enquiry – Mgt. representation, evidence, arguments, **Ex-Parte steps** by ensuring **Principle of Justice.**
Excellent command on drafting legal letters, Appeals, reply of letters related to union /Gov.Bodies in Hindi/English.

HR Strategic Role(HRBP)

Plan, develop and implement strategy for HR/ER in line with business Goals and benchmark practices in industry.
Strategize **HR Balance Scorecard** to align all HR/business activities with Org. objectives.
Stakeholder's mgt. to understand all necessary aspects and needs of **HR deliverable/ objectives.**

Talent Acquisition / Recruitment/ Talent Mgt / Retention.

Manpower Strategy/ ensuring diversity. Attracting talent by **Employer branding (EVP)**& recruiting talent by **social hiring**& other modes. Talent Mgt. through **role redesign / job rewriting / Job rotation / enrichment techniques.**
Employee retention through **CDP's, trainings, best work culture, people connect, flexibility, guidance** etc.
Assessment of EES & its grey area analysis and measures to retain the critical talents

Performance Management System

Developing Competency Framework/PMS/KRA's/KPI's/Goals (SMART)/MBO in line with org.Vision / Mission / Goals.
Techniques of assessment of **KPI's/s KRA** periodically & feedback.
Feedback for -ve / +ve performance, Awareness for career development plan in line with Job expectations.

Finalizing ratings for each quarter / Bell curve / 360 degree feedback / assessment center gaps.

Training / Skill up gradation / Manpower Optimization & Career Development / Succession Planning:

TNI's in line with Org. Vision/Mission/SWOT analysis, competency mapping, KRA, MPCP, PMS, JD& Job Specification's.

Training Calendar, ROI of Trainings (Crick Patrick model), skill up gradation process, imparting training.

Manpower forecasting, Supply v/s demand & balancing workload /work time study to optimize the manpower.

CDP's for key talent (HIPO's) by 9 Grid Box / Mgr. Grid matrix, Job rotation/enrichment, OBT Training's etc.

Identifying key / critical talent position, availability of talent & developing talent pool internally / externally

Developing Leadership pipeline for future business challenges and critical leadership positions.

OD Interventions

Assessment of cultural gaps through review of organization stories, Employer Value Proposition (EVP), Culture Surveys, Flexibility, Diversity, Inclusions, Work life balance, PCMM & authority matrix studies, Rewards & recognition programs & employees rating / view about organization values.

Development of OD intervention strategy / program as per the GAP's and management buyback.

Implementation of OD Interventions internally or by expert agencies.

Compensation / Benefits & Payroll Management:

C& B bench marking surveys to design Pay & Benefits structure as per market & in compliance with tax Laws.

Job evaluation / analysis (Job description, Job specification to know the value of job & its suitable compensation.

Mapping internal parity within department or in organization (Min, Max and optimum for any job/grade).

Compensation proposals to newly recruits & retention offers.

Target Percentile w.r.t. Market Rate, Compa Ratio, Range Midpoint, range spread.

Total reward management, indirect benefits, welfare, Bonus, Gratuity, Flexi working, insurance benefits etc.

Advising C&B Structure (Fixed/Variable) to mgt. ensuring performance base pay, KRA Vs Performance evaluation.

Developing fixed Vs Variable Pay structures with respects to the pay grades.

Preparation of C&B MIS, dashboard, personal cost budget & forecasting cost after increments.

Personal cost v/s sales ratio analysis Entire payroll mgt. (SAP HCM (HR) Module).

Welfare & Employee Engagement Activities:

Organize welfare activities like Birthday Meetings, Marriage Anniversary, Get together & Unit Address every month, Open House half yearly & Sports day annually, town hall meetings. Safety Security Week, Environment day etc.

Conducting EES, SGA for engagement of workers in productivity improvement & cost saving projects.

Legal, Statutory Compliance & Liasioning:

Statutory Compliances remittance / Returns/ Renewals of licenses/ Claims under different Labour Laws.

Ensuring ROR in respect of EHS (ISO 14001/45001 OSHAS 18000/ IATF& Factory rules / Health Check-ups.

Statutory Audits by labour dept. and (PF/ESIC), internal payroll audits.

Scholastics & Certifications

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| · M.B.A. (HR) | from TM Bhagalpur University, Bhagalpur in 2009. |
| · L.L.B. | from TM Bhagalpur University, Bhagalpur in 2005. |
| · Bachelor of Arts | from TM Bhagalpur University, Bhagalpur in 2002. |
| · Intermediate (Science) | from B.I.E.C. Patna in 1994. |
| · Matriculation | from B.S.E.B., Patna in 1992. |

Date :

Place :

(RAJNANDAN KUMAR SINHA)