

Sukant Sahoo

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EXECUTIVE PROFILE

A seasoned professional with MBA – HR and over 20 years of rich and varied working experience in **Human Resources and Administration** domain. Experienced in *Strategic, Operational HR, Labour Laws and Statutory Compliance* for large and medium sized organization. Seeking a suitable position with the Management Team with an organization of repute.

SKILL HIGHLIGHTS

STRATEGIC HR

- Restructuring
- Talent Management & Development
- Learning & Development
- Policy & Procedures
- Recognition & Rewards
- Employee Engagement
- Digital Transformation

OPERATIONAL HR

- Talent Acquisition
- Performance Appraisal
- Compensation & Benefit and HRIS
- Employee Relations
- Grievance Management
- Labour Laws & Compliance
- Communication and correspondence

PROFESSIONAL EXPERIENCE

Currently associated with Betul Oil Limited, a leading manufacturer of edible oil products, in the capacity of Head of HR since June 2023.

I have extensive experience in the **Infrastructure** and **Manufacturing sectors**, having contributed to renowned organizations such as NCC Limited, Gulf Contracting (Qatar), Ashoka Buildcon Ltd., Kalpataru Power Transmission Ltd., Patel Engineering, Escon Elevators Pvt. Ltd., and Miracle Cables Pvt. Ltd.

Have successfully carried out Strategic HR Assignments in relation to:

- **Organizational Restructuring:** Review of Organization Structure, suggest changes that aligns functions and business processes in line with Organization Goals.
- **Talent Management and Development:** Strategizing initiatives to attract and retain high quality employees. Creating Individual Development Plan, Career Path, Succession Plan and programs for upskilling talents.
- **Learning & Development:** Initiated measures for professional development of employees within the organization through Technical and Functional trainings. (*Feedback Analysis, ROI*)

- **Policy & Procedures:** Have successfully designed and implemented various Policies suiting to the needs of the Organization. Besides the regular policies that govern the employment condition and employee welfare, implemented Policies in relation to Work Place Discrimination and Equal Opportunity, POSH and Internal Contravention.
- **Recognition & Rewards:** Initiated programs to recognize; Employee of the Month, Length of Service, Noteworthy Performance, Value Addition to process or business, Excellent Customer Service etc.

In line with recognition, implemented Policies for rewards i.e. cash bonus, gift vouchers, Holiday Packages etc. to motivate and retain employees.

- **Employee Engagement:** Initiated various employee engagement programs to create and maintain a positive and happy work environment i.e. Team Building Activities, Special Events, Workplace Parties, Sporting Events etc. Besides, implemented programs for creating awareness of Company Policies, transparency and its implementation on the ground level.
- **Digital Transformation:** Implementation of HRMS Application, including reviewing of Systems and processes, Process flow and process mapping of Payroll, Recruitment, employee onboarding, Employee Self Service Module, Performance Management.

Have successfully carried out Operational HR Assignments in relation to:

- **Talent Acquisition:** Strategizing, planning and designing recruitment procedures to meet Organizations hiring needs. Skilled at hiring of white collar and blue-collar employees in line with time and specified budget.
- **Compensation and Benefit:** Successfully implemented Grading Structure and a benefit metrics that clearly defines ones benefit entitlements, compensation benchmarking, carried out parity analysis, developed Performance Linked variable pay scheme, provides advice to corporate staff on pay decisions, policy interpretations, and job evaluations. Designs creative solutions to specific compensation-related programs and incentive plans. Determining Market Rates, Building Pay Bands, Evaluating Jobs, Monitoring Internal Equity & Analytics, Building Bonus Structures, Retirement plans, Health insurance. Besides, administration of monthly Payroll.
- **Performance Appraisal:** Facilitating Mid-Year review and Annual Performance Appraisal followed by rewards and recognition (increment, promotion etc.). The process is supported by designing **KRAs** for employees in supervisory, middle and senior management category. Also, by identifying **KPIs** of each department. (a metric based performance measurement system including **Competency Mapping** and **Skill Metric**)
- **Employee Relations:** Handled employee grievances, developed excellent relationship with employees working in the organization, take time to listen to staff inquiries and complaints, identify their needs and work through any issues that might be concerning them. Also, handled disciplinary matters in line with Policy guidelines and internal contravention.
- **Labour Laws & Compliance:** Have ensured compliance in accordance with state legislature and regulatory guidelines.

- **Communication & Correspondence:** Have facilitated inter office communication, notices etc., through intranet and email and about recent developments within the organization through periodic journals.
- **HR Audit:** Maintained HR documents in line with the requirement of ISO, IATF / TS, Bureau of Veritas, EFQM and faced audit.
- **Health, safety and Welfare:** Managed employee safety, health and welfare measures.

Education

MBA (HR & Ops), Bachelor of Arts (Econ. & Pol. Sc.), Diploma in Information & System Management

Training

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| - HR Analytics & Metrics Professional | - Time and Stress Management |
| - Team Work and Collaboration | - Self-Motivation |
| - Conflict Management | - Emotional Intelligence |

Software

MS Office – Advanced user, Database Management - Excel, MS Sql, Oracle (HRMS) ERP, SAP, Gulf HR, Spine, Email and Internet skills – Excellent

Other Details

DOB – 18 June 1978, Male, Married, Indian.