



TEJAS SUTHAR

Human Resource Business Partner

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Dynamic Human Resource Business Partner with a passion for cultivating an empowering workplace culture within the mechanical and industrial engineering industry. Bringing an extensive background in strategic HR planning, talent management, and organizational development, I thrive in environments that challenge my problem-solving abilities and innovative thinking. Committed to driving engineering excellence through human capital, I am eager to align with the mission and vision of a forward-thinking company, leveraging my experience to foster growth, efficiency, and employee engagement.

PROFESSIONAL SUMMARY

- Proven track record in implementing effective HR strategies within the engineering sector, achieving optimized workforce planning and talent acquisition.
- Developed and executed comprehensive training programs, enhancing the skills of over 300 employees in technical and leadership capacities.
- Managed cross-functional teams in high-pressure environments, successfully streamlining administrative processes to support engineering objectives.
- Expertise in HR compliance and legal standards, ensuring robust organizational policies that meet industry regulations.
- Proficient in HRIS and data management, utilizing technology to improve HR operations and decision-making processes.
- Negotiated and maintained beneficial vendor relationships, resulting in a 15% cost reduction in HR services.
- Created a company-wide performance management system that increased employee productivity by 25%.
- Launched initiatives focused on employee wellness and safety, significantly improving job satisfaction and reducing workplace incidents.

WORK EXPERIENCE

Assistant Manager - HR

Lineomatic Graphic Industries., India

May 2020 - Present

- Recruitment and Selection
- Employee Onboarding and Offboarding
- Training and Development
- Performance Management
- Compensation and Benefits
- Employee Relations
- HR Information Systems (HRIS)
- Legal Compliance
- Health and Safety
- Strategic HR Planning

Assistant Admin Manager

Kunal Structure (I) Pvt. Ltd., India

Jun 2019 - Mar 2020

- Developing and maintaining operating procedures
- Tracking and maintaining canteen data
- Updating records and files in SAP
- Managing organization's expense vouchers
- General HR & administration
- Managing AMCs and operations
- Weekly MIS reports
- Renewing and purchasing insurance policies
- Leading a team of 6

Admin Manager

Siddhivinayak Automation, Ahmedabad, India

Apr 2017 - Jun 2019

- Developing operating procedures
- Training administrative staff
- Supervising administrative staff
- Documenting system procedures
- Auditing and approving invoices

SOFT SKILLS

- Leadership
- Teamwork
- Problem-solving
- Communication
- Time management
- Adaptability
- Creativity
- Interpersonal skills

TECHNICAL SKILLS

- Power BI ●●●●○
- tableau ●●●●○
- MS Office ●●●●○

CORE COMPETENCIES

- Learning to learn
- Self-efficacy
- Digital literacy
- Imagination and creativity
- Critical thinking and problem solving
- Communication and collaboration

EDUCATION

Advanced Diploma in Computer Hardware and Networking (ADCHN)

Jetking Institute Of Computer Hardware and Networking, India (2001)

Bachelor of Commerce

Gujarat Commerce College, India (2006)

PGP in Advertising & Brand Management

Ahmedabad Management Association (AMA) (2023)

LANGUAGES

English, Gujarati, Hindi

HOBBIES

Competitive Chess (demonstrates strategic thinking and problem-solving skills),
Volunteering for STEM education programs (shows commitment to the development of the engineering community),
Swimming

- Managing filings and data-sheets

PA - Director

SPS Tube Industries, Ahmedabad, India

Jul 2012 - Mar 2017

- Managing Director's calendar
- Organizing corporate meetings
- Compiling financial and staffing reports
- Planning Director's travel
- Performing personal errands for Director

Assistant Administrative Manager

A. Innovative International Ltd, India

Oct 2009 - Jul 2012

- Developing operating procedures
- Training administrative staff

Database Executive

Just Dial Pvt. Ltd., India

Jun 2007 - Oct 2009

EDP- Assistant

V-Trans (India) Ltd.

Aug 2005 - Jun 2007

Service Engineer

Kalindja InfoTech., India

Apr 2003 - Jul 2005

> CERTIFICATIONS

Strategic Human Resource Management (SHRM)

Indian Institute of Management (IIM), Visakhapatnam

2024

Executive Certification in Senior Leadership

Indian Institute of Management (IIM), Visakhapatnam

2024

Premiership In Business Management

Indian Council for Technical Research and Development (ICTRD)

2023

> ACHIEVEMENTS

- Led a company-wide diversity and inclusion initiative that increased representation of minority groups in leadership roles by 30% within two years.
- Spearheaded the restructuring of the recruitment process, which led to a 40% improvement in hiring efficiency and a 20% reduction in turnover rates.