

Vikas Sharma



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Seeking a profile in a progressive organization which can best utilize my extensive expertise and skills in people management and Innovations in managing & re-engineering of HR Function, also extend my learning curve with every new responsibility I undertake.

- Working as a Head – HR & Admin. with Avinash Group, Raipur. Leading HR & Admin. team of group.
- Certified HRBP from Business Coaching India (BCI) and Employee Total Productivity Program.
- Worked as **State HRBP Lead** for **Bihar and Jharkhand** state. Driving HR & Admin. Function of both states.
- Leading digital HR transformation from front in line with the Organizational Objectives. A effective communicator with exceptional interpersonal skills and ability to prioritize & accomplish tasks, projects.
- 14+years' experience (Corporate + MNC Outsourcing + HRBP + HR Service provider). Professionally grown-up with multifarious Industries exposure like Health care, Media, HR process Outsourcing, Real Estate.

Key Skills

Resource Planning/Budgeting	People & Performance Management
HRMS handling	Succession Planning and Strategic Work.
Talent Acquisition/Management.	Certified Productivity Expert (EPP)
New joiner orientation at state level/Retention	Compensation & Benefits.
Organization Development & Engagement	A to Z Administration
Process implementation and Grievance handling	Vendor management.

Achievements

ADECCO India:

- Outstanding Performer to lead Bulk **Recruitment drive** and **On boarding process of entire state**.
- Online onboarding process.
- 100% data update on E-Wrapper(HRMS).

Metropolis Healthcare:

- Successfully implemented policy & process of MNC to a local Lab (Worked in Joint venture).
- Created structured compliance process and implemented successfully.
- Prepared organogram and reporting structure for smooth function and grievance handling.

DB Corp. Ltd:

- Won best HR of MPCG for year 2015 under R&R program.
- Implemented Attendance system through Thumb impression (SAVIOR) as earlier it was manual attendance management system..
- Got 5 promotions because of excellent performance, Joined as a Sr. Executive and now Sr. Manager.

Avinash Group:

- Successfully Achieved Great Place to Word Certification in 1st Attempt.
- Won Top Collaborator Award for FY 2023-24.

Work Experience



AGM-HR & Admin.(Avinash Group, Raipur, Chhattisgarh).

5th Dec'2022 – Till Date.

Established in 1996 Avinash Group is leading Real Estate developer in Central India, 57 Successful Projects, more then 13K happily living Family's, 2 Cr. Sq. Ft. Development.



Sr. Manager – State Lead-HRBP (Bihar & Jharkhand State, Patna)

Sep'2012– 2nd Dec'2022.



Dainik Bhaskar(A division of DB Corp. Ltd)- 3rd Largest readership in the world. Responsible for 850+ Peoples working in Entire state.

D B Corp Ltd is India's leading Media Company with a strong presence in 10 states in various businesses such as Daily Newspapers, Radio, Power Sector, FMCG, Real Estate etc; having Group Manpower Strength of 15000+ employees.



Executive – HR & Admin (State Lead)

Jan'2012 – Sep'2012

Metropolis Healthcare (Labone division, Raipur, C.G.)

Responsible for 250+ people engaged in testing of Blood, Urine, Stool etc.

Multinational chain of diagnostic centers across India and abroad. More than 10,000 laboratories, 50,000 doctors across 125 cities in India, Multinational chain of 65 diagnostic centers with 550 collection centers across south Asia, Middle East and Africa about 2500+ employees.



better work. better life

On Boarding Executive – HR Generalist

June'2010 – Dec'2011

ADECCO India(State office – Raipur, CG)

Responsible for 1000+ Associates working at Chhattisgarh state.

The Adecco Group, based in Zurich, Switzerland, is the world's leading provider of HR solutions. With over 32,000 FTE employees and more than 5,500 offices, in over 60 countries and territories around the world, Adecco Group offers a wide variety of services, connecting more than 700,000 associates with over 100,000 clients every day. The Adecco Group is a Fortune Global 500 company.

Education & Academics

- **Master-Business Administration – [Human Resources]**, Swami Vivekanand University, Bhilai, in 2009 with 65%
- **Bachelor of Science – [Biology]**, Pt. Ravi Shankar Shukla, University, Raipur, in 2007 with 55%.
- **Bachelor of Law**, Pt. Ravi Shankar Shukla, University, Raipur, in 2013 with 53%.

Contributions in Human Resources

➤ **Benefits and Compensation:**

- Daily attendance process and atomization of attendance system.
- Sent payroll inputs and timely disbursement of Payroll. Co-ordination with Corporate payroll SPOC for smooth and efficient operation of payroll including Annual Bonus, retention Pay.
- Monthly/Quarterly/Six monthly payroll reconciliation to drive 100% error free payroll.
- Annual and half year audits for Payroll, Employees Personal Files & HR Process.
- Designing compensation and salary structure for the new joinees.

➤ **Talent Acquisition & Recruitment:**

- Sourcing talent as per budgeting norms to achieving business objectives of the company.
- Maintain TATs and effective use of proper "source mix" in talent acquisition.
- Drive and Designing internal & external talent pool and ensure hiring in-time.
- Digitalized entire recruitment process from RFR creation to e-onboarding.
- Using value based assessment for right selection to match employee and company objective.
- Recruitment analysis and identify gaps in recruitment process.
- Finalization of vendors and stake holders for smooth transaction.

➤ **HR Operations Management:**

- Leading all employee transactions – hire to retire like On-boarding, Induction & Orientations, confirmations, transfer, Promotion, separations etc.
- Participate in setting up systems for resolving employee queries & issues on all aspects of HR.
- Building and implementing HR Best Practices at the workplace & make recommendations to re-engineering of HR policies to support business strategy.

➤ **Performance Management System:**

- Administrating PMS strategy for EZ. Designed framework for performance management discussion.
- Bell Curve alignment and rationalization. Salary re-structuring based Compensation Benchmarking.

- Act as employee helpdesk to support in PMS & handling queries.
- Driving PIP for employees who counted as "Below Expectation" in performance.
- KRA and KPI preparation for focused working.
- **Training & Development, Induction:**
 - Schedule new joiner induction and facilitate for proper briefing.
 - Identify training needs of employees with closed discussions with employees and stakeholders.
 - Executing All State Level Training programs.
 - Assessing benefits of training through "Assessment discussions" and "feedback forms."
 - Spread awareness of organizational Vision, Mission and Values, along with HR policies & organizational competencies.
- **Talent Management & OD Initiatives:**
 - Striving talent management strategy for MPCG with IDP, Talent Assessment & Succession Planning
 - Creating opportunities for people for development through talent exchange program.
 - Co-ordinate and arrange senior leadership to interact with talents.
 - Rollout ABHIVYAKTI Survey – thru GALLUP to measure organizational pulse.
 - Create an action plan based on survey findings and drive activities for entire state.
 - Execute & Monitor EE activities for the state like Family Day, Celebrations, Management Games and Quizzes.
 - Instrumental role to driving Rewards and Recognition initiatives.
 - Driving "New joiner connect & HR Conversation Initiative" to collect new ideas and suggestion to development of organization also for retention.
- **Industrial Relation & General Administration:**
 - Ensure to process complies with all applicable statutory regulations like PF, ESIC, LWF, PT and Shops & Establishment and maintaining good relationship with government stakeholders.
 - Responsible for Vendor Management, Facility Management and various contract renewal for 3 Offices.
 - Administration of all legal issues for the State. Coordinate with legal team and advocates as and when required.

Creativity and new developments:

1. **The Always Be Buddy** – Developed retention plan.
2. **New joiner connect program** – To reduce early attrition
3. **Aarambh** – Centralized induction program.
4. **HR Dashboard** – Developed various HR dashboards.
5. **HR Work Tracker** – HR Team performance tracker.

Hands on experience in:

1. *People-soft / ERP*
2. *Success Factor(SAP-HR).*
3. *HONO-HR*
4. *E-Wrapper.*
5. *HROne*

Competency

- Proactive approach to drive HR strategies.
- Ambitious and objective oriented with Innovative can creative approach.
- Build Partnership - Able to perform in any condition and situation.

Personal Dossier

Father Name : Mr. Virendra Sharma
 Date of Birth : 3rd of April, 1987
 Marital status : Married
 Current Address : Ring Road No.-1, Near Gupta Provision Store, Raipur (C.G.)

Date:-
Place:-

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