

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.

Career Timeline

- 1** May 2020 - Present
Assistant Manager - HR
Lineomatic Graphic Industries., India
- 2** Jun 2019 - Mar 2020
Assistant Admin Manager
Kunal Structure(I) Pvt. Ltd., India
- 3** Apr 2017 - Jun 2019
Admin Manager
Siddhivinayak Automation, Ahmedabad, India
- 4** Jul 2012 - Mar 2017
PA - Director
SPS Tube Industries, Ahmedabad, India
- 5** Oct 2009 - Jul 2012
Assistant Administrative Manager
A. Innovative International Ltd, India
- 6** Jun 2007 - Oct 2009
Database Executive
Just Dial Pvt. Ltd., India
- 7** Aug 2005 - Jun 2007
EDP- Assistant
V-Trans (India) Ltd.
- 8** Apr 2003 - Jul 2005
Service Engineer
Kalindja InfoTech., India

Work Experience

 May 2020 - Present
Assistant Manager - HR

Soft Skills

Leadership
Teamwork
Problem-solving
Communication

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

Strategic Human Resource Management (SHRM)
Indian Institute of Management (IIM), Vishakhapatnam
2023

Premiership In Business Management
Indian Council for Technical Research and Development (ICTRD)
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)

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.

Lineomatic Graphic Industries., India

- 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

Jun 2019 - Mar 2020

Assistant Admin Manager

Kunal Structure(I) Pvt. Ltd., India

- 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

Apr 2017 - Jun 2019

Admin Manager

Siddhivinayak Automation, Ahmedabad, India

- Developing operating procedures
- Training administrative staff
- Supervising administrative staff
- Documenting system procedures
- Auditing and approving invoices
- Managing filings and data-sheets

Jul 2012 - Mar 2017

PA - Director

SPS Tube Industries, Ahmedabad, India

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

Oct 2009 - Jul 2012

Assistant Administrative Manager

A. Innovative International Ltd, India

- Developing operating procedures
- Training administrative staff

Jun 2007 - Oct 2009

Database Executive

Just Dial Pvt. Ltd., India

Aug 2005 - Jun 2007

EDP- Assistant

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Apr 2003 - Jul 2005

Service Engineer

Kalindja InfoTech., India