

MANJIT NADAR

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HR Professional

Hardcore HR Professional with over 17 years of experience in Human Resource Management

Aspiring for challenging assignments in HUMAN RESOURCE MANAGEMENT with an organization of repute

Location preferences: Gujarat/Mumbai/NCR

CORE EXPOSURE & EXPERTISE

- Recruitment & Selection
- Talent Management
- Employee Retention
- Payroll administration
- Performance Appraisals
- HR Policies & Manuals
- Employee Engagement
- Employee Welfare
- Time & Leave Management
- Learning & Development

CAREER ABRIDGEMENT

- An astute HR Professional with over 16 years of experience in Talent Acquisition, Talent Management and Talent Development on a HR Generalist role.
- **Specialized in Talent Acquisition** as I was Awarded **Recruitment Champion** in L&T construction (Heavy Civil IC.)
- Record of Recruitment (onboarding) of around 1000 employees in span of 18 month.
- Recruitment done for international projects for Sr. Executives as well (Qatar Metro/ Dubai Airport etc).
- Handled from shortlisting of CV to conducting interviews, fixation of grades and CTC, negotiation for CTC, Induction Training etc in Recruitment.
- Talent Acquisition done from ITI to IITs (Campus recruitment from ITI, Polytechnical, Engineering Colleges and from IITs like IIT Mumbai – Powai and IIT BHU - Varanasi)
- Conducted more than 10 Walk in interviews
- Handled from cradle to grave of all HR Functions
- Currently associated with Gujarat State Fertilizers & Chemicals Ltd. as Manager – HR since May 2014 till date.
- Experience in handling and implementing all key aspects of Human resources like Talent Acquisition, Compensation & Benefit Mgt, HR Policies & Manuals.
- A Certified Soft Skill Trainer from Dale Carnegie Institute
- Handled HR-Operations of Strategic Business Units (SBU) independently.
- An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practices.
- Maintained good relationship with Management, External agencies and institutes for continues updates.
- Effective communicator with management skills & strong analytical, problem solving & organizational abilities.

PROFESSIONAL EXPERIENCE

GSFC Agro tech Ltd (GATL) / A wholly subsidiary of GSFC

Head – HR (Additional Responsibility)

01.03.2020 - Present

Key Responsibilities:

- Taking care of Overall Talent Acquisition includes –
 - Manpower Planning
 - Campus Recruitment
 - Filling up sanctioned position
 - Involvement in defining KRA/KPI and JD
 - Conducting Interviews for selecting appropriate Candidates
 - Induction Programme for New Incumbent

- Taking care of entire Administration activities that includes –
 - Transportation
 - House Keeping
 - Canteen Management etc
 - Stationery Control etc

- Taking care of entire IR related matters that includes –
 - Discipline maintaining
 - Court Cases
 - Contract Labour Management

GUJARAT STATE FERTILIZERS & CHEMICALS LTD.

Sr. Manager – HR (HEAD – LEARNING & DEVELOPMENT)

May 2014 – Present

Key Responsibilities:

- Taking care of Overall Talent Management part (HR Operations) that includes –
 - Confirmation process of employees
 - Entire PMS Cycle
 - Complete cycle of Staff Promotion activity
 - Various Allowances like HRA, Conveyance, LTC, and approval of loans
 - Separation process due to Retirement, Resignation, Death or Dismissal
 - Issuing various certificates to employees as per their requirements
 - Medical advance letters and various medical permissions
 - Annual HR & HRD Budget
 - Developed the HR Policy Manual, Policies, SOPs Guidelines, & Checklist

- Taking care of entire Talent Development i.e. HRD (Learning & Development) that includes –
 - Training need identification through PMS
 - Preparing Annual Training Calendar
 - Conducting Training Programmes (Getting nominations, identifying suitable Faculty, Discussing content of the programme, evaluation of impact of training programmes through Feedback and response from the superiors of the participants)
 - Conducting programmes as Faculty as I am a Dale Carnegie Certified Trainer

L&T CONSTRUCTION

Asst. Manager (Regional Head - HR,Mumbai Region)

Feb 2010 – April 2014

Key Responsibilities:

- **Overseeing entire gamut of HR as Generalist HR**
- **Allocation of manpower requirement in consultation with project manager of the sites and regional head as per S4 schedule of Planning**
- **End to end recruitment and selection from CV shortlist to salary negotiation ,grade fixation and general induction**
- **Managing bulk recruitments (walk – in - interviews),VC interviews, job fairs, & Campus interviews**
- **Follow up for the recommendation from heads of projects for contract renewal, extension of employment contracts, confirmation etc.**
- **New Joinees formalities including presentation and induction**
- **Taking care of employees benefits like disbursement of allowances and housing allotment to employee**
- **Active involvement in recruitment process by co-ordinating senior level interviews**
- **Cordinating Training and Development of Employees and preparing training calendars for new joinees**
- **Delivering sessions on soft skill training like Time Management, Stress Management, Attitude, Communication etc.**
- **Taking care of employee's benefits by coordinating with all sites as a Regional Head – HR pertaining to my region.**
- **Meeting all Statutory Compliances at Construction Site**

SAI ANAND ENGINEERING AND CONSTRUCTION PVT LTD, SURAT

HR Executive

July 2002 - June 2007 and April 2009 to Jan 2010

Key Responsibilities:

- **Responsible for entire Recruitment and selection of employees.**
- **Responsible for Training and Development of the trainees**
- **Focus on multi-skilling of employees**
- **Taking care of orientation part of workers and staff**
- **Lead the programmes for soft skills development of employees**
- **Effective liaison with govt and local concerned authorities**
- **Handling overall Admin Areas of the company and reporting directly to MD.**
- **Monitoring overall induction, Joining formalities & settlement process**
- **Responsible for managing Statutory Areas and Payroll**
- **Taking care of General HR Areas**

INDUSTRIAL TRAININGS & CERTIFICATES

- **Almost all sort of Soft skill training including Supervisory Development Programme, Management Development Programme etc.**
- **Two days workshop on Certified Learning & Development Professional from Middle Earth**
- **Two days workshop on Certified Compensation & Benefit Manager from Middle Earth**
- **Certified Strategic HR Business Partner from CII**
- **A Certified Soft Skill Trainer from Dale Carnegie Institute**
- **Guest Lecturer at GSFC University in HR**

CAREER ACHIEVEMENTS

- Awarded as the best employee in ROC UK for the half yearly performance (July to December 2008).
- Achieved 3 stars as a star performer employee in ROC UK.
- Appointed as safety captain in ROC UK.
- Awarded as the best employee in McDonalds even in the short duration of my training period.
- Awarded Recruitment Champion in L&T construction (Heavy Civil IC.)

PROJECTS

- Done research work in HR on the topic: 'Motivation at workplace' in ROC UK (A wholly subsidiary company of Exxon Mobil, USA).
- Done assignment in HR in British Airways about 'Role of HR Dept in Air National after being privatised and renamed as British Airways'.
- Research work in 'VODAFONE, UK' about launching and adapting of new technologies by VODAFONE in different countries with reference to Change Management.

EXTRA CURRICULAR ACTIVITIES

- Represented and Played for Milton Keynes CC in Buckinghamshire county cricket div I league (UK) in 2008 and remained as best batsman for the session 2008-09..
- Represented and Played for South Hampstead cc in Middlesex div 2 county cricket league in 2007.
- Represented and Played for West Zone in All India University cricket team and stood runners up in 2002.
- Represented and Played as Captain for South Gujarat University Cricket team from 2000-2002.
- Represented and Played as Captain for KVS INDIA cricket team in 1996.

ACADEMIC CREDENTIALS

Course	Institute	Year
MBA (HR)	EAST LONDON UNIVERSITY, LONDON, UK	2009
PG DIPLOMA IN MASS COMMUNICATION	VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT, (GUJ)	2002
MASTERS IN PUBLIC ADMINISTRATION	VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT, (GUJ)	2001
BA	DAV COLLEGE, PUNJAB UNIVERSITY, CHANDIGARH	1999

PERSONAL CREDENTIALS

Name	MANJIT NADAR
Date of Birth	26/07/1977
Gender	Male
Marital status	Married
Present Address	A-404, Vrundalay Heights, Chhani Canal Road, Nr. Podar World School, Chhani, Vadodara, Gujarat - 391740,
Permanent Address	Poonam Bhavan, Nr. Reliance Colony, Ichchapore, Hazira Road, 395004
Contact details	+91 7574811562
Email	manjitnadar@gmail.com
Languages	English, Hindi & Gujarati

REFERENCES

References are available on request.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the moral responsibility for the correctness of the above-mentioned particulars.

Place: Vadodara

Date: _____

Manjit Nadar