



Mr. Manjit Nadar
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Education

MBA- HR (2009)- East London University

Post Graduate Diploma in Mass Communication (2002) – Veer Narmad South Gujarat University

MSW (1986) – Veer Narmad South Gujarat University

BA (1999) – Punjab University

Key Skills

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

Background

Joined GSFC University in February 2022

Projects:

- Done research working HR on the topic: 'Motivation at work place 'in ROCUK (A wholly subsidiary company of Exxon Mobil, USA).
- Done assignment in HR in British Air ways 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.

Carrier 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 ROCUK.
- Awarded as the best employee in McDonald seven in the short duration of my training period.
- Awarded Recruitment Champion in L&T construction (Heavy Civil IC.)

Industrial Training & 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