

Nagaraja. R

Contact Details:

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Summary:

Dedicated Human Resources professional bringing 19 years of expertise in benefits, administration, recruitment and staff development. Talented in bridging gaps Labour forces and management to achieve objectives. Driven and decisive with passion for building and retaining highly effective teams in many MNC, IT and Manufacturing sectors.

Professional Experience

- Adept HR Consultants - Proprietor from Sep-2023 to Till date
- Bharat Silks - Senior Manager HR from April 2021 to Aug-2023
- Innoviti Payment Solutions Pvt Ltd - Manager HR from Feb 2020 to Oct 2020
- Indo Nissin Foods Pvt Ltd – Asst Manager HR & Admin (plant HR) from July 2015 to Feb 2020
- Hyva (India) Pvt. Ltd – Sr.HR Executive from May 2011 to July 2015
- GE India Industrial Private Limited - Sr.HR Executive from Sep 2007 to May 2011
- Load Controls India Pvt Ltd- HR Executive from Feb 2007 to Sep 2007
- GE India Industrial Private Limited - Sr.HR Executive from Aug 2006 to Feb 2007

Talent Acquisition:

- Manpower Planning & budgeting for various Divisions of Organization.
- Posting Job in the Job Portals & other Social media,
- Managed full cycle of recruiting process by sourcing, screening & Interviewing, On-boarding, collecting personal documents of the candidates via HRM Tools.
- Conducting Induction programme for new joiners & upkeeping IT credentials, ID Card etc.
- Senior Level position recruitment for Head Office as well for branches.
- Follow up of Recruitment Process of Other Branches.

Statutory Compliance & Obligation.

- Monthly, Quarterly, Half Yearly & Yearly returns of and Compliances under The Various Act such as Water Cess Act, The Factories Act, The Maternity Benefit Act, The EPF & Misc. Act, The ESI Act, The Karnataka Labour Welfare Act, The Contract Labour Act, The Karnataka Industrial Establishment Act, The Karnataka Shops & Commercial Establishments Act.
- Renewals of Compliance.
- Maintenance of Registers as per The Factories Act, Contract Labour Act, Payment of Wages Act, ESI Act, Payment of Bonus Act, Maternity Benefit Act, The EPF Act, The Apprentices Act, The Karnataka Shops & Commercial Establishment Act, The Equal Remuneration Act,

- Compliance to the Pollution Control Board, related to the Air Act & Water Act & Hazardous Waste management.
- Display of Notices as per the rules and Regulation.
- Handling the matters related to ESI, EPF, Factory & Labour dept, KSPCB, Apprentice Board, Employment Exchange office, RTO & Police Department,
- Handling Inspections from various department and Grievances from the Government Offices as well as the out-station Branches.
- Settlement of Employees and workmen towards Gratuity, Bonus & ex gratia Income.

Compensation & Benefits:

- Manage the salary and benefits reviews, including planning, policies, procedures, and communication.
- Administration of Performance linked bonus.
- Administration of the Rewards Policies
- Administration of various benefits policies like Mediclaim Policy, Insurance etc.
- Development of the Job Descriptions for all employees to help in creating career path, salary and benefits surveys etc.

Payroll handing:

- Accurate maintenance of Payroll & benefits for around 300-400 Blue colour & Contract employees in Plant level using HRM tools like ERP, SAP & Darwin Box.
- Co-Ordinate with Banks to create accounts for employees.
- End to End processing & Sorting out salary issues and F& F settlement

Performance Management & Appraisal

- Implementing 360-degree Performance Appraisal System across the levels and establishing framework for substantiating the Appraisal process linked to Rewards Management.
- Conducting Appraisal reviews along with Managers.
- Evaluated around 450-500 employees annually for progress review and performance assessment
- Initiating rewards & recognition programmes & implementing incentive system for motivating employees.
- Introduced variable pay and linking the same to Quarterly achievements of individuals.

Employee Relations:

- Set up an independent team which is 100% independent and employee driven, this team organizes several employee engagement activities like cultural programs, sports activities etc.
- Conducting regular open house meetings to understand the pulse of the employees.
- Ensuring a fair redressal of employee grievances rose through various internal channels.
- SPOC for all HR Related Queries.
- Implementation of reward and recognition programmers like performance awards etc.

Training & Development:

- The scope included identifying & analyzing training needs and providing inputs for training and development.
- Preparing & implementing Annual training calendar.
- Updated training process by reviewing existing documentations leveraging feedback from associates and working with legal and compliance team.
- Coordination and facilitation for training programs like Code of Business Conduct and Ethics, English training programs etc.
- Organizing EHS & ISO Audit related Training programmes to meets compliance needs.

Industrial Relations & Legal.

- Well handling Union Wage settlements, Bonus etc.
- Used appropriate collective bargaining strategies in completing 5 successful wage settlements.
- Trouble shoot and resolved problem of Union issues to enhance production support by 90% and minimize down time
- Ensure the existence of company compliance with all local, state and federal laws in addition to establishing organizational standard and supervising of IR Issues & Legal Issues and Discipline of the factory employees.
- Drafting & Issuing Warning Letters, Charge Sheets, Show cause notice, Orders & Memos.
- Conducting Domestic Enquiry as per the norms of Standing Orders of the company.
- Preparation and Execution of Agreements with Service Providers.
- Handling well manner of workmen Grievance,

Additional Information:

Performing welfare activities. Ascertain the welfare measures such as cleanliness, disposal of wastes and effluents, drinking water, Shelter, Restroom, washing facilities, canteen, housekeeping, Lunch Room as per the Factory Act, Contract Labour Act. Monitoring transportation facility, general administration, Contract Labour management, Security system, Hotel booking, office stationery. MIS reports generation, Exit Interview etc.

Highlights:

<ul style="list-style-type: none">• Payroll• Labour laws• MIS• Statutory & Compliance• HR Policies• Benefits Administration• Recruiting• HRM Tools	<ul style="list-style-type: none">• Union• Wage Settlements• Negotiations• Legal• ER & IR• HR Operations• HR Generalist• Exit Interview
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Achievements:

- Award received for clearing (GE Alstom) Old PF issues.
- Effectively Participated in “Environment Management System” Training Programme.
- Reward received for Cost saving
- Expertise in handling & implementing HRMS TOOLS

ACADEMIC PROFILE:

- **MSW (HRM)**- Dr. Ambedkar Institute of Management Studies, Bangalore
- **Degree in Law (LLB)**- Arunodaya Law College, Bangalore.
- **B. A-**: Bangalore University, Bangalore.

PERSONAL INFORMATION:

Name : Nagaraja.R
Father name : Revanna
Date of Birth : 01-06-1980
Marital Status : Married
Languages known : Kannada, English, Hindi, Tamil, Telugu, Malayalam

Yours truly

Nagaraja.R