

YOGESH A. DAVE

AGE: 62 YEARS

Bungalow No: 36, Alkapuri Society, Sumul Dairy Road,

SURAT

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A **HR professional** with **over 3 decades** of rich and varied experience in **HRM**. Have a flair for designing and implementing effective HR Interventions to suit the needs of different activities as per the operational requirements. Good IR skills and hands-on experience in HR Operations, Performance Management Exercise, and organizing Training & Development activities. A keen strategist with the flair for designing and implementing innovative strategies and HR Interventions for accelerated growth of the organisation. Good in Employee Relations, Grievance Handling, Contract Labour and Statutory Compliance. Sound exposure to Manpower Planning & Recruitment, Payroll, Compensation Surveys, Reward & Recognition System, Compensation Reviews & OD.

CORE COMPETENCIES

Strategic Planning

- ❑ Conceptualising & implementation of policies and strategies for effective management and development of human capital across the Organisation in line with Co's mission and vision.
- ❑ Strategizing the long / short term directions by forecasting future manpower requirements and designing plans for acquiring requisite skills and competencies.

Recruitment, Resourcing & Development, Performance Management System

- ❑ Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
- ❑ Assisting all Depts. in designing Key Result Areas for management and non-management staff .
- ❑ Designing Manpower Planning, Performance Appraisal System, Training & Development strategies.
- ❑ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.

HRD Techniques, Organisational Development, Training and Development

- ❑ Conceptualising & developing Training & development, OD , Employee Engagement & Retention Initiatives for improved productivity, building capacity and quality enhancement
- ❑ Identifying training needs across levels through mapping of skills required for different roles and analysis of the existing level of competencies.
- ❑ Overseeing Competency Mapping exercise, role analysis, assessment & development centre exercise, career & succession planning **exercise .Balanced Scorecard Implementation**
- ❑ TPM, TQM, ISO 9001, 14001 & 18001 standards compliance.

Compensation and Benefits

- ❑ Designing and implementing HRIS, Remuneration, Rewards and Recognition Systems through unilateral and bilateral processes to maximize performance effectiveness
- ❑ Compensation Surveys and Compensation Reviews.
- ❑ Maintaining attendance details for all employees to identify deductions to be reflected in Computerised Pay-Roll & completing necessary Insurance and medical cover formalities.

Industrial Relations

- ❑ Ensuring prompt & timely resolution of employee grievances, maintaining discipline & harmonious working environment across all employee levels.
- ❑ Handling negotiations for wage agreements, collective bargaining and settlement of grievances with union & compliance with various Labour Statutes such as PF, ESI and Factories Act, Industrial Disputes Act, Industrial Employment (Standing Orders) Act.
- ❑ Representing management in court hearings for settlement of labour disputes and maintaining cordial relations with Labour Commissioner / Labour Officials.
- ❑ Attending to all disciplinary, conciliation & adjudication proceedings & implementation of Industrial / Arbitration awards.
- ❑ Successful handling of strike & lock out situation & other industrial disputes for early restoration of production operations.

General Administration

- ❑ Managing services such as Canteens, Security, Medical, Transportation, Guest Houses, Hotels, travel Plans, Office equipments, Infrastructure and Associated facilities.
- ❑ Coordination with Factory Inspectorate, Labour department and various Government agencies including approving & Licensing Authorities & Statutory compliance relating to PF/ESIC/PT
- ❑ Drawing Contracts and Agreements and Management of Contractors.& Contract Labour.

ORGANISATIONAL EXPERIENCE

**JYOTI LIMITED,
VADODARA**

SINCE SEPT' 07

GENERAL MANAGER (HR)

Role & Contributions

- Contributed for recruitments, training, retention, planning & development of employees, Manpower Forecasting, Organizational Structuring, Job design etc.
- Deft at OD, compensation and performance based schemes & Performance Management Systems.
- Determined and recommended employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Implemented systems and automating all HR & admin process to meet the changing business needs across the circle.
- Evolved Career Planning for the High achievers/Outstanding performers and Succession planning for second line at department.
- Initiated a process of organizational development that primarily addresses succession planning throughout the organization and to coordinate activities across the units.
- Coordinating with the Divisional Heads and provide all support to strengthen the activities of Human Resource Development in their respective divisions to bring the role clarity amongst employees to achieve organizational goals.
- Identified Training needs, designing the Training calendar, initiating the process of Training & Development for the growth of the individual as well as the Organization.
- Hands on experience on tools, techniques & concepts of HRM including competency mapping, assessment & development centre & Balanced Score Card.
- Played a pivotal role in implementing ISO 9001-2000.
- Adept in formulating & implementing personnel policies, programmes, systems, rules & regulations.
- Liaisoning with member industries, suppliers, clients, media, Licensing & approving authorities & other Government Authorities.
- Attending to all disciplinary, conciliation & adjudication proceedings.
- Attrition control

**MAN INDUSTRIES (INDIA) LTD.
ANJAR , NR. MUNDRA ,**

Jan'06 – Sept'07

(FOR 2 YEARS)

GENERAL MANAGER (HR)

Role & Contributions

- Contributed for recruitments, training, retention, planning & development of employees, Manpower Forecasting, Organizational Structuring, Job design etc.
- Deft at OD, compensation and performance based schemes & Performance Management Systems.
- Determined and recommended employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
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- Hands on experience on tools, techniques & concepts of HRM including competency mapping, assessment & development centre & Balanced Score Card
- Played a pivotal role in implementing ISO 9001-2000.
- Adept in formulating & implementing personnel policies, programmes, systems, rules & regulations.
- Liaisoning with member industries, suppliers, clients, media, Licensing & approving authorities & other Government Authorities.
- Attending to all disciplinary, conciliation & adjudication proceedings.
- Attrition control

N. K. PROTEINS LTD.
Nr. Kadi, Nr. Ahmedabad

Sep'02-Jan,'06

(FOR 3.5 YEARS)

DY. GENERAL MANAGER – (HRD & PERS.)
(HEAD OF HR)

Role & Contributions

- Contributed for recruitments, training, retention, planning & development of employees, Manpower Forecasting, Organizational Structuring, Job design etc.
- Deft at OD, compensation and performance based schemes & Performance Management Systems.
- Determined and recommended employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Implemented systems and automating all HR & admin process to meet the changing business needs across the circle.
- Evolved Career Planning for the High achievers/Outstanding performers and Succession planning for second line at department.
- Identified Training needs, designing the Training calendar, initiating the process of Training & Development for the growth of the individual as well as the Organization.
- Played a pivotal role in implementing ISO 9001-2000.
- Liaisoning with member industries, suppliers, clients, media, Licensing & approving authorities & other Government Authorities.
- Attending to all disciplinary, conciliation & adjudication proceedings.
- Liaison with Government Authorities / Approving and Licensing Authorities including GPCB, GEB, Excise, Factory Inspectorate, Labour Commissioner, Legal Courts, Explosive Department, Boiler Inspector, Food & Drug Admn. Authorities, Electrical Inspector.
- Adept in formulating & implementing personnel policies, programmes, systems, rules & regulations.
- Correspondence with Lawyers and Assisting and briefing lawyers / Advocates in conducting trial of Company's labour cases pending before labour court, Industrial Tribunal, High Court etc.
- Maintenance of Registers and submission of returns / statements under Factories Act, Renewal of Factory License, Contract Labour (Regulation and Abolition) Act, Apprentice Act, there by arranging statutory compliances.
- TQM & TPM System

INDIAN RAYON & INDUSTRIES LTD.
(Aditya Birla Group Company)
Veraval

Nov'99-Jul'02

(FOR 3 YEARS)

SENIOR MANAGER (PERSONNEL & HR)
(HEAD OF HR)

Role & Contributions

- Contributed for recruitment, training, retention, planning & development of employees, Manpower Forecasting, Organizational Structuring, Job design etc.
- Deft at OD, compensation and performance based schemes & Performance Management Systems.
- Evolved Career Planning for the High achievers/Outstanding performers and Succession planning for second line at department.

- Initiated a process of organizational development that primarily addresses succession planning throughout the organization and to coordinate activities across the units.
- Coordinating with the Divisional Heads and provide all support to strengthen the activities of Human Resource Development in their respective divisions to bring the role clarity amongst employees to achieve organizational goals.
- Identified Training needs, designing the Training calendar, initiating the process of Training & Development for the growth of the individual as well as the Organization.
- Played a pivotal role in implementing ISO 9001-2000, 14001-2004 & 18001-1999 standards & systems.
- Adept in formulating & implementing personnel policies, programmes, systems, rules & regulations.
- Attending to all disciplinary, conciliation & adjudication proceedings.
- Attrition control
- Liaison with Government Authorities / Approving and Licensing Authorities including GPCB, GEB, Excise, Factory Inspectorate, Labour Commissioner, Legal Courts, Explosive Department, Boiler Inspector, Iectrical Inspector.
- Correspondence with Lawyers and Assisting and briefing lawyers / Advocates in conducting trial of Company's labour cases pending before labour court, Industrial Tribunal, High Court etc.
- Maintenance of Registers and submission of returns / statements under Factories Act, Renewal of Factory License, Contract Labour (Regulation and Abolition) Act, Apprentice Act, there by arranging statutory compliances.
- TQM & TPM Systems.

BENNETT COLEMAN & CO. LTD.
THE TIMES OF INDIA,
Ahmedabad

Sep'92-Nov'99
(FOR 7 YEARS)

SENIOR MANAGER (HR)
(HEAD OF HR)

Role & Contributions

- Contributed for recruitments, training, retention, planning & development of employees, Manpower Forecasting, Organizational Structuring, Job design etc.
- Deft at OD, compensation and performance based schemes & Performance Management Systems.
- Determined and recommended employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Implemented systems and automating all HR & admin process to meet the changing business needs across the circle.
- Evolved Career Planning for the High achievers/Outstanding performers and Succession planning for second line at department.
- Identified Training needs, designing the Training calendar, initiating the process of Training & Development for the growth of the individual as well as the Organization.
- Attending to all disciplinary, conciliation & adjudication proceedings, Union Management Negotiations, wage-revision agreements
- Liaison with Government Authorities / Approving and Licensing Authorities including, GEB, Excise, Factory Inspectorate, Labour Commissioner, Legal Courts, Electrical Inspector.
- Adept in formulating & implementing personnel policies, programmes, systems, rules & regulations.
- Correspondence with Lawyers and Assisting and briefing lawyers / Advocates in conducting trial of Company's labour cases pending before labour court, Industrial Tribunal, High Court etc.
- Maintenance of Registers and submission of returns / statements under Factories Act, Renewal of Factory License, Contract Labour (Regulation and Abolition) Act, Apprentice Act, there by arranging statutory compliance
- TQM Programmes.

GOODLASS NEROLAC PAINTS LTD's.
Subsi - SAURASHTRA PAINTS LTD.
Ahmedabad

Sep'86-Aug'92
(FOR 6 YEARS)

MANAGER (PERSONNEL & HR)
(HEAD OF HR)

Role & Contributions

- Contributed for recruitments, training, retention, planning & development of employees, Manpower Forecasting, Organizational Structuring, Job design etc.
- Deft at Performance Management Systems.
- Compensation Management including Computerised Payroll.
- Identified Training needs, designing the Training calendar, initiating the process of Training & Development for the growth of the individual as well as the Organization.
- Adept in formulating & implementing personnel policies, programmes, systems, rules & regulations.
- Liaison with Government Authorities / Approving and Licensing Authorities including GPCB, GEB, Excise, Factory Inspectorate, Labour Commissioner, Legal Courts, Explosive Department, Boiler Inspector, Electrical Inspector.
- Maintenance of Registers and submission of returns / statements under Factories Act, Renewal of Factory License, Contract Labour (Regulation and Abolition) Act, Apprentice Act, there by arranging statutory compliance
- Attending to all disciplinary, conciliation & adjudication proceedings, Union Management Negotiations, wage-revision agreements.

SAURASTRA CEMENT & CHEMICAL INDUSTRIES LTD.
RANAVAV, Saurashtra, Gujarat

Mar'84-Aug'86
(FOR 2.5 YEARS)

PERSONNEL OFFICER

Role & Contributions

- Contributed for recruitments, training, retention, planning & development of employees, Manpower Forecasting, Job description etc.
 - Implemented Performance Management Systems.
 - Compensation Management including Computerised Payroll.
 - Identified Training needs & coordinating for training programmes.
 - Assisting in formulating & implementing personnel policies, rules & regulations.
 - Liaison with Government Authorities / Approving and Licensing Authorities including GPCB, GEB, Excise, Factory Inspectorate, Labour Commissioner, Legal Courts, Explosive Department, Boiler Inspector, Electrical Inspector.
 - Maintenance of Registers and submission of returns / statements under Factories Act, Renewal of Factory License, Contract Labour (Regulation and Abolition) Act, Apprentice Act, there by arranging statutory compliances.
 - Assisting in all disciplinary, conciliation & adjudication proceedings, Union Management Negotiations, wage-revision agreements.
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