**AMIT GAUTAM**

House No – B-786, Sector-14, Gurugram



* [gautamrevo@gmail.com](mailto:gautamrevo@gmail.com)

+91-9958389466



**Senior Human Resources Professional**

Seeking challenging assignments in HR Business Partnering and Strategic HR with an organization of repute.

*Driving Strategic HR initiatives to realize bottom-line results and enhance employee engagement in the pursuit of organizational objectives across diverse set of indust*

A vibrant performance-driven professional with over **16 years** of experience in heading & driving HR Operations, Talent Acquisition and Business Partnership committed towards the growth of people within the organisation. Proficient in handling all aspects of HR including Talent acquisition, Talent Management, HRBP,Employee Engagement, Employee Relations, Discipline Management, Manpower Planning & Recruitment, Executive Development, Performance Management, etc.

I have worked for leading companies in Banking, Auto ancillary, Low Voltage Switchgear, Product based co. like Scientific, ATS, Medical Equipment and P&E, e-Goverance, ITES, FMCG etc

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|  | **Achievement**   * Setup the complete HR functions in the previous 3 employment. * Organized succession planning workshop for developing future Managers and Leaders. * Design the various HR policies as per the requirement of the organization. * Drive the various employee engagement initiatives. * Draft the policy on the deferred bonus for the leadership and second leadership team. * Drive the organization managerial development workshop with Quadrangle. * Drive the 360 feedback for the leadership. * Design & Develop the training programme for various levels of employees in the organization. * Handle the campus interview, drive the talent acquisition and talent management. * Design the 5 years incentive scheme for the leadership team. * Awarded as best performer of the year and Champion of Learning Development. |

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**Profile Summary**

**Core Competencies (Either remove this or the picture of Area of expertise)**

~ Strategic Planning ~ Human Resource Operations ~Talent Management

~ Competency Mapping ~ Team Development ~ Compensation & Benefits

~ Leadership Resource Development ~ Attrition and Retention ~ Salary & Incentive Management

~ HR Policy Formulation & Execution ~ Business Partnering ~ People Management

~ Organization Development ~ Recruitment / Selection ~ Employee Welfare

~ Succession Planning ~ Training & Development ~ Content Development

**Organizational Experience**

**Sep”19 with XcelServ Solution Pvt Ltd , a leading IT company VP and Head- HR for India & US.**

**Reporting to CEO, ( Approx 450 employees),**

**Role:-**

* Responsible for driving HR processes for over 450 employees/

**HRBP:**

* Responsible for providing end to end HR Business Partner Support and seamlessly acting as strategic business advisor for multiple LOB’s in a highly matrix environment.

**Stakeholder Management :**

* Build and maintain effective partnerships with stakeholders, with Business leaders and within HR - both global and local and
* Advise top management of the businesses on HR imperatives

**Learning and Development: -**

* Handling the complete function of learning and development including TNA, content development and deployment.

**Delivery :**

* Ensure the effective delivery of the HR processes - Talent Management, Reward, Performance Management, Capability Development, People Advisory support, Employee life cycle management, Leadership Development, Change Management and Talent Supply Chain processes.
* Develop and manage HR budgets
* Develop the process or policy to attract, grow, develop, engage and retain top talent in the organisation.
* HRMIS and Analytics – work on various weekly, monthly reports, attrition analysis and performance updates.

**Jan 18 to Aug 19 with Rosmerta Technologies Limited, Gurgaon as GM- HR (Corporate),**

**Reporting to Chairman. Group (approx. 1500 employees), Team Size – 7**

**Company:- Automotive & FMCG Sector.**

Role:

* Headed Pan India HR across all India business locations. Drive the complete life cycle of the employees from hiring to exit.
* Drive the implementation of standardized HR Systems and processes across all the manufacturing units.
* Conduct periodic reviews of existing policies, suggest suitable amendments as per business requirements and re-circulate on a need basis. Implemented the system of TA for IT & Non IT hiring of different vertical through Job Portals, referral & social networking.
* Implement HR policy & procedures partnering with HR, maintaining HR data, Payroll, benefits, vendor, third party contract management and statutory requirements. Managing, administering, controlling and monitoring entire gamut of HR (from pre planning, on-boarding till separation) at Pan India level.
* Designing and implementation of effective performance appraisal tools, settings goals, and employee connect for seamless employee communication with HR and build an open culture. Guiding leaders and the all level supervisors and mentoring them to build organizational capabilities, structures, and processes and tune to organization's culture.
* HR budgeting, analyzing and ensuring business continuity by benchmarking suitable HR strategies.
* Oversee the timely implementation of annual Performance Appraisal Process, Increments and Promotions for staff and executives across units and corporate. Consolidate the appraisals from other units and make recommendations to the top management on salary revisions
* Establish guidelines for standardizing designations/ compensation, staffing norms across Rosmerta group companies.
* Oversee compliance to all statutory compliances as per legal statutes by all the Rosmerta groups companies.
* Review the cases of salary increments and promotions outside the merit cycle for the respective regions and forward the legitimate cases along with recommendations to top management
* Support the timely closure of critical positions at the various business vertical by actively participating in all stages of the talent acquisition process including interview support, offer negotiations and managing candidate queries etc for the particular region.
* Oversee the implementation of regular employee engagement initiatives at all business vertical in the region.
* Plan for the manpower of the units in the Vertical for every year as per guideline. Estimate and project manpower employment costs for a year.
* Drive the L&D team in Identification of training needs. Ensure complete coverage and assistance in identifying Leadership candidates. Ensure every employee undergoes a structured Induction programme.

**May’13 – Aug’17 with HORIBA India Private Limited, New Delhi as Manager –HRBP /Head –HR India**

**Sector – Manufacturing**

**Reporting to President, Team Size – 5**

Role:

* Served as HR Business Partner/HOD-HR for:
  + Automotive Testing System, Medical, Process & Environment, Scientific & Semiconductor Business
  + Group (approx. 480 employees), responsible for HR partnership and support for effective implementation of their business plans. Handled the HR & Admin function of Medical Vertical Manufacturing, Haridwar.
* Developing second level leadership as well as recruiting all Senior Level Positions in all the business.
* Interviewing, selecting conducting induction; negotiating salary of all Senior Level Positions
* Looking after:
  + Job Grading (HORIBA Job levels) of Senior Management Positions in HORIBA India Business Verticals & Market demands.
  + Compensation benchmarking vis-à-vis market rates
  + Detailed Gap analysis and offering recommendations for corrections and restructuring
* Preparing job descriptions for all job profiles/ employees
* As a Learning and Development associate work with Talent Management and in house learning academies to manage end to end learnings.
* Expertise in setting up new teams and operations
* HR policies, procedures, grievance handling mechanism, employee handbook, statutory guidelines, compensation and benefit structuring, rewards & recognition, HRIS for payroll recruitment & leave management etc.
* Talent acquisition, psychometric testing and it’s management for an existing business. Review and analyses data to identify gap and recommend the solutions to improve performance of the employees.
* Handling the campus recruitment, do the visit every year to the premiers engineering institute & hires the good pool of students & creating the industry awareness amongst the electrical & mechanical engineering students
* Handling the campus drive under various trainees scheme/ programme like DET, GET, MT & PGET and hire the fresher as per the need of the business.
* Drive the employee engagement calendar for across PAN India level, travel to be the part of the engagement session.
* Designed the appraisal system for all the trainees under the training programme scheme.
* Design the exit form to get the relevant data for the analysis.
* Designed the Fortnightly to get employees feedback on the various issues (like different policies, procedures, working environment, resource allocation, synergy within the department or team members).
* Tie-up with external agencies for Behavioural Training Programme like:-
  + Communication
  + Team Building
  + Stress buster
  + Planning, sequence & controlling the events for effective output.
  + Bridging the Gaps.
  + Goal Setting
* Developed in-house the annual appraisal form.

**Highlights:**

* **Certified Practitioner in (NLP) Neuro Linguistic Programming by GOA NLP, India**
* Received Best Employee of the Month Award
* Been a Certified for Dynamic Leadership by Possiblers

**Previous Experience**

**May’07 to April ’13 with BCH Electric Limited, Faridabad as Deputy Manager – HR/HOD**

**Manpower (approx. 2500 employees), Reporting to CPO. Team Size - 7**

**Sector - Manufacturing**

Role:

* **Headed Pan India HR of all locations like 2 domestic factory units (Faridabad & Rudrapur) & Sales Offices across India**. Team Size :- 7 HR, 1 Assistant Manager – TA, 1 Assistant Manager – Payroll & Compliance, Senior Executive – HR ( Time Office), Sr. HR Executive - TA, Executive – Training & Development, Executive – HR (Generalist),Assistant Manager – HR Factory(Rudrapur). Managing and monitoring all staff.
* Key interface with HOD’s of the SBU’s Head of Department,CPO & Chairman
* Part of the senior management team for strategy mapping for expansion to new business in the different state.
* Implement HR policy & procedures partnering with HR, maintaining HR data, Payroll, benefits, vendor, third party contract management and statutory requirements. Managing, administering, controlling and monitoring entire gamut of HR (from pre planning, on-boarding till separation) at Pan India level.
* Designed the Fortnightly, 3 Month feedback to get employees feedback on the various issues (like different policies, procedures, working environment, resource allocation, synergy within the department or team members).

**Feb’05 to May’07 with Motherson Sumi Group, Corporate Office, Nodia as Executive –HR, reporting to President**

Role:

* Responsible for Recruitment of UAE plant, HR Operations, Administration and co-ordination of Training.

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**Jun’03 to Jan’05 with ICICI Bank, Lucknow as Executive – HR, reporting to Manager – HR**

Role:

* Responsible for Recruitment, HR Operations, Administration, Training and HR related activities of UP Eastern Zone.

**Professional Enhancements**

* 2 days of Leadership Training by Lee Hecht Harrison.
* Dynamic Leadership in VUCA World by Possiblers.
* Incredible HR by Possiblers.
* Provident Fund, ESIC, Bonus & Gratuity by Princeton Academy.

**Education**



* MBA/MLPM (recognized by UGC) (Human Resource Management) from Lucknow University,

Lucknow with 75% in 2003

* B.Sc. (BIO.) from Lucknow University, Lucknow

**Personal Details**

Date of Birth: 16th Nov, 1977

Languages Known: English and Hindi