

Career Objective:

Proactive decision maker, targeting challenging assignments in HRM/ Employee Relations sector with reputed Organization that offers professional growth and ample opportunity to learn and enrich my competencies.

Professional Synopsis:

- ▶ A seasoned HR Professional with over **11 years +** as generalist, in Manufacturing Industries with extensive experience in Performance Management, Learning & Development, Employee Relations, Recruitment, Organization Development and Statutory compliances.
- ▶ From June 2012 to till working as a **Deputy Manager – HR** with WABCO INDIA Limited, Chennai.
- ▶ Handled bulk recruitment, campus recruitment, annual appraisals, payroll & statutory compliance, Industrial social work, unions, wage settlements, contract labour, Public Relations, liaison with various government bodies and office administration in the past **10** years.
- ▶ Notable interpersonal skill; able to cultivate positive rapport and capacity to relate to all levels of management.
- ▶ Ability to intuitively grasp the root causes of the issues to solve problems, coach and counsel employees and give constructive feedback and advice.

Work Experience:

June 2012 - till date

Working as **Deputy Manager – HR** with **WABCO INDIA Limited**. WABCO is a pioneer in manufacturing Air and Air-assisted Brake Systems Company, 3500 Employees and 5 Business Units in India & 15 in abroad.

Handling HR & Administration functions for a Business Unit of 1500 plus employees.

Talent Management (Recruitment & Induction):

- ▶ Initiate the manpower planning & budgeting activity based on business needs.
- ▶ Plan & discuss the source to hire and accordingly source profiles through vendors, portals, employee reference, advertisement, & internet.
- ▶ Design and develop job descriptions for new position
- ▶ Coordinate with department heads for interview
- ▶ Negotiate salary based on budgets and proceed onboard activities on the incumbent's joining
- ▶ Formulate & Implement Induction programmer for the new joiners

Performance Management:

- ▶ Responsible for scheduling & driving goal setting process
- ▶ KRA's setting and coordinate performance review
- ▶ Facilitate development plans/actions on the feedback.

Learning and development:

- ▶ Identify the skill gap through skill mapping
- ▶ Identify training needs & people development plan
- ▶ Facilitate in finalizing quarterly and half yearly training calendar
- ▶ Design & Implement skill-based development programmed
- ▶ Evaluate the training effectiveness and give feed back to HOD
- ▶ Re-organize the training as per part filling-up the skill gap and vice versa.

Industrial Relations:

- ▶ Keeps continuous and cordial relationship with employees with a view to help & sort out individual complaints before they develop into major disputes.
- ▶ Establish rapport and information network. Builds productive relationships with the workmen & their representatives with view to maintain a positive work culture and a healthy working environment at the location.
- ▶ Participates in formal and informal communication with the workers' Union and their representatives.
- ▶ To watch IR with view to using its influence to promote optimum & effective utilization of resources including man & machinery for joint consultations for day-to-day problems.
- ▶ Liaisons with the government bodies and ensures compliance to all Labour-related requirements for company and contract labour employees.
- ▶ To ensure overall discipline amongst workmen in the plant. Dealing with long/habitual absenteeism through counseling, warning letters and in extreme cases i.e. show cause notices, domestic enquiries etc.

HR Budget Planning:

- ▶ Responsible for preparation of Annual Operation Plan for HR function including security, medical and canteen across all plants in WABCO INDIA Limited.
- ▶ Submit to review with Country HR Leader, Asia HR Leader and Corporate Finance
- ▶ Monthly tracking of HR cost (Salary and Fringes) as per AOP Plan vs Actual
- ▶ Support to corporate finance in line with reviewing the AOP during the year.
- ▶ Obtain sanction in line with AOP for smooth HR Operations throughout the year.

Industrial Social Work:

- ▶ Accelerate WABCO Compassion in terms of 3 CSR projects per year across the plants.
- ▶ Facilitate employees for counseling

Employee Engagement Initiatives:

- ▶ Prepare Employee Engagement calendar
- ▶ Organize employee engagement activities as per calendar

Employee Welfare:

- ▶ Employee's Insurance coverage – Calculation of premium depending on the employees' category and timely payment of premium.
- ▶ Processing Employees Self & Dependent claims and timely settled the same.
- ▶ Settling hospital bills - treatment through credit letter from company
- ▶ Renewal & processing Medi-claim Policies for all category of Employees
- ▶ Ensure all canteen responsibility like timely services, Quality & Quantity on daily basis
- ▶ Organize canteen committee meeting once in three months.
- ▶ Address all grievances pertain to Transport, Canteen, Lockers, Restrooms, Toilets & Medical Centre.
- ▶ Distributed Welfare items such as Uniform, Soap, Socks, dairy, calendar, pen, towel, napkin, turkey towel etc. are the requirement by Union in 12(3) settlement.
- ▶ Standalone objective like Sports day, Annual day, Recreation club.

Time Office and Payroll Administration:

- ▶ Daily tracking attendance for all employees and publish to the business head
- ▶ Employee number generation in SAP and Configuration of time and attendance card to the new joiners
- ▶ Update manual entries such as leave, c-off, on duty etc. in T&A System
- ▶ Consolidate the attendances during the month and submit to finance for timely disbursement of wages to employees across plants.
- ▶ Maintain muster roll and leave register to comply with legal requirements.

Statutory Compliances:

- ▶ Ensure statutory compliance such as PF, ESI, professional tax, labour welfare fund, filing of returns & renewals to government bodies are completed on time.
- ▶ Liaison with Authorities at ISH, Labour department, Corporation of Chennai etc.,

HRMIS:

- ▶ Preparation of Weekly Report
- ▶ Preparation of monthly PDCA Report and ECM Book
- ▶ Tracking manpower cost, efficiency and control the temporary's headcount in line with AOP

Administration:

- ▶ Security administration
- ▶ Transport administration
- ▶ Canteen administration
- ▶ Visitor Hospitality

Contract Labor Management:

- ▶ Proven ability to supply quality flexi Manpower in a volatile business environment within a very short lead time.
- ▶ Coordinate with contractors to supply consistent manpower based on requirements. Managing Flexi Absenteeism.
- ▶ Ultimate responsible for all principle employers' statutory functions.
- ▶ Verifying contractor's month wise EPF & ESI returns & other statutory records.
- ▶ Ensuring Timely Payment of Salary & Service charges for the Contractor & the Contract Employees.
- ▶ Monitoring the registers of the contractors and ensuring them that the wages paid are as per the existing minimum wages.

Key Achievements in WABCO:

- ★ **'Strong commitment through HR Excellence'** – an award received from CII in the year 2014.
- ★ Implemented **QR6S tool** across all the functions in India business successfully.
- ★ Completed **ESS Survey** for 80% of employees in WIN and published report on positive and negative drive with action plans.
- ★ Implemented **TQM practices** in Chennai unit
- ★ Control and **saved 6% of the fringes cost** from the AOP target for the year 2015 & 2016
- ★ Implemented **KIOSK & LMS** for all employees in WABCO India to regularize attendance.
- ★ **Star Performance of the Award**

Other Organizational Experience:

- Worked as **Executive - HR in Perlos Telecommunication Pvt Ltd, Chennai**, from July 2010 to June 2012.

Specialized Education:

- Master's Degree : Post Graduation Course in Master of Social Work, Vinayaga Mission, Salem. (2009 – 2011)
- Bachelor's Degree : Bachelor of Commerce from University of Madras, Chennai. (2006 – 2009)
- Additional Qualification: Diploma in Business Management, International School of Business Management and Administration (ISBM), Chennai (2011)

Personal Profile:

- D.O.B. : 16th June 1989
- Language Proficiency : Read, Write and Speak – English and Tamil
- Residential Address : Plot No.70, Ashok Avenue, KCP staff colony, Tiruvottiyur, Chennai – 600019.
- Marital Status : Married
- Nationality : Indian
- Passport : T9862030
- Mobile : +91 9940034591
- E-Mail : dilipdrk@gmail.com

Declaration:

I hereby declare that the particulars given above are true to the best of my knowledge. I also assure you, that I will discharge my duties to the effective satisfaction of the management.

Place: Chennai

Yours Sincerely

Date: 07.02.2022

(D.DILIPKUMAR)