

# BHAGIRATHSINH B. ZALA

Manager



LOCATION

Vadodara



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Achievement-driven/professional with proven skills in contributing toward building synergistic organizations in business arena by providing strategic inputs to leverage the potential of human resources in the most effective and humane manner; targeting leadership assignments in **HR Operations, Admin Operations and in Greenfield Projects** with an organisation of high repute.



## PROFILE SUMMARY

- ❖ **HR professional** with **over 16 years** of rich experience across various sectors, specializing in HR operations, ER, and Greenfield projects; utilized proficiency in HRIS, SAP, and SuccessFactors to enhance organizational performance and achieve strategic goals effectively.
- ❖ Expertise in leading the **entire employee lifecycle from hire to retire**, maintaining high employee engagement levels.
- ❖ Proficient in **strategic workforce planning, policy design**, and implementation of robust frameworks that align with organizational objectives.
- ❖ Proficient in overseeing **contract level management processes**, ensuring adherence to systems, processes, and compliance standards across diverse operational areas.
- ❖ Skilled in **budget planning and resource allocation**, capability at managing manpower budgets effectively to drive operational efficiencies and cost optimization initiatives.
- ❖ Experienced in supervising **administrative functions such as canteen management, security, IT, transportation, and housekeeping**, with a focus on streamlining processes and enhancing operational productivity.
- ❖ Proven capability to **lead Greenfield projects**, managing end-to-end setup processes including vendor negotiations, licensing, and compliance requirements, to ensure successful project implementation within specified timelines and budgets.
- ❖ Proficient in leveraging **HRMS and AI technologies** to drive process optimization, cost reduction, and manpower efficiency improvements, through collaborative team efforts and strategic utilization of advanced tools and systems.
- ❖ Excellent **employee engagement skills** to fuel the growth of high potential employees; facilitated employee training program.
- ❖ **Versatile, high-energy professional** with capability in achieving business growth objectives with people management, analytical and problem-solving skills.



## CORE COMPETENCIES

- |                                   |                                 |   |
|-----------------------------------|---------------------------------|---|
| Strategic HR Planning             | Employee Life Cycle Management  | Employee Engagement & Employee Relation |
| HR Policy Design & Implementation | Talent, Development & Retention | General Administration                  |
| HRIS/HRMS /Greenfield Projects    | AI Implementation               | Team Building & Leadership              |



## WORK EXPERIENCE

**June '22 - Till Date | Manager | Vadodara (Kosamba Glass Deco Pvt Ltd. - A division of PGP Glass)**

*Reporting to Plant Operation Head & GCHRO*

### Key Result Areas:

- ❖ Seizing the opportunity to establish and change culture in Kosamba Glass Deco Pvt Ltd. ( Corrugation box Mfg unit of PGP Glass).
- ❖ Manage individual ANSA DECO (Glass decoration Unit of PGP GLASS) with over 2000 manpower.
- ❖ Facilitating Employee Life Cycle processes and implementing HR service delivery activities effectively and within set timelines.
- ❖ Developing comprehensive strategic recruiting and retention plans to meet the business's human capital needs.
- ❖ Supervising and optimizing end-to-end recruitment operations, ensuring a seamless and efficient candidate lifecycle.
- ❖ Devising and implementing comprehensive compensation and benefits strategies that are cost-effective for the business.
- ❖ Crafting talent acquisition strategies to build strong pipelines for future hiring needs.
- ❖ Providing HR leadership to the business for implementation of HR strategies in-line with business requirements, managing HR services to support the overall business strategy of the company.
- ❖ Developing effective, trustworthy, and dynamic relationships with the Leadership team whilst building morale and increasing employee engagement within the company.

**2019 - 2022 | Deputy Manager | Sutrapada, Veraval (GHCL Ltd.)**

*Reported to VP - F & A*

### Key Result Areas:

- ❖ Facilitated audits to ensure zero non-compliance in payroll and statutory matters, maintaining accountability for TATs.
- ❖ Processed various types of incentives, prepared consultant agreements, and managed payrolls for interns and retainers, including relocation reimbursements and salary advances.
- ❖ Managed EDLI, PF, Insurance, Superannuation claim settlement, PF trust activities, CLM/Administration bills payment approval, cash/bank transactions, payroll, F & F, all reimbursements approval.
- ❖ Took responsibility of quarterly and yearly external audit.

## 2018 - 2019 | HR In-charge | Welspun Corp Ltd., Bhopal

Reported to Plant Head & GM- HR

### Key Result Areas:

- ❖ Transferred and settled 60 on-roll employees from Anjar/Dahej to Bhopal with family.
- ❖ Developed new vendors in Bhopal; completed Greenfield 1st Phase within 7 months.
- ❖ Conducted recruitment for 3 batches, including 16 girls for the shop floor.
- ❖ Managed all plant activities as HR In-charge, including group policies implementation, PF, ESI, new CLM/Administration vendor contracts and payment process, recruitment, time office, payroll, PMS, CSR.
- ❖ Took responsibility of Greenfield project and project team coordination, creation of new project vendors and approval of bills, BOWC compliance, and liaison with forest and local stakeholders.

## 2010 - 2018 | Welspun Corp Ltd., Dahej

### Growth Path:



### Key Result Area as Associate Manager:

- ❖ Played a key role in maintaining harmonious industrial relations and implemented disciplinary actions when necessary.

### Key Results Area as Assistant Manager:

- ❖ Attended court matters and conciliations for LTS/Diwali settlement issues as management representative.
- ❖ Conducted timely dialogues with union members to achieve positive results on various issues.
- ❖ Led SA 8000 Certification Audit; organized employee engagement activities.
- ❖ Liaisoned with PF authorities, Labour Office, DISH, Apprentice advisor, Employment Exchange & local village stakeholders.

### Key Result Area as Sr. Officer:

- ❖ Performed generalist duties including managing the time office, recruitment (from apprentice to lower management), payroll administration, grievance handling, staff colony administration, contract labor management, compliance oversight, HR systems management, CSR initiatives, PF claim settlements, performance management system implementation, and training and development for workmen.

## 2008 - 2010 | Office Administration (Admin) | Petron Eng. Co. Ltd., Mundra (Adani Power Ltd.)

Reported to Project Head & GM - HR

### Key Result Areas:

- ❖ Ensured compliance with principal employer obligations at Adani Power Ltd., while navigating uncertain situations and managing all general administrative tasks.
- ❖ Managed staff payroll and contract labor administration for over 1500 workers from deputation to payment.
- ❖ Established and maintained liaison with RTO, Police, local stakeholders, and the Labour office.

## 2008 - 2010 | Assistant Admin | Petron Eng. Co. Ltd., Jamnagar (Reliance Industries Ltd.)

Reported to Sr. Manager- HR

### Key Result Area:

- ❖ Managed general administration tasks, including liaison with police authorities.
- ❖ Managed manpower deputation and ensured compliance with principal employer obligations.

## PREVIOUS EXPERIENCE



2007 - 2008 | Assist. - F & A | Shree Rang Services, Vadodara

2004 - 2007 | Audit Assistant | K C Mehta & Co., Vadodara

2001 - 2004 | Proprietor | Shailee Enterprise, Vadodara

1998 - 2001 | Administrator | Kirti Classes, Vadodara

## EDUCATION / CERTIFICATION

-  2013: PGDBA from Symbiosis Centre for Distance Learning, Pune
-  2007: B.Com. from M.S. University, Vadodara

## TECHNICAL SKILLS

- ❖ MS- Office, SAP – FICO/MM/HR, Tally
- ❖ SuccessFactors (PA/PMS/Compensation) FactoH (Payroll), Computer Hardware, Corel-Draw

## PERSONAL DETAILS

Date of Birth: 22<sup>nd</sup> June 1978 || Languages Known: Gujarati, Hindi & English

Permanent & Present Address: B-302, Buena Vista Apartment, Vemali, Vadodara.