



Jigar N. Shah
SENIOR PROFESSIONAL

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Versatile, high-energy professional, offering dynamic career in **Strategic Planning, & Human Resource Development Functions**; scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step

PROFILE SUMMARY

- A performance-driven professional with **31+ years** of rich combined expertise in **Strategic Planning, HRD Functions, Learning & Development, Performance Management, & Employee Engagement**
- **Dynamic leader with unique experience** in Human Resource Function; expertise in delivering sustained organizational growth in dynamic environments, establishing structure, building employee value, driving vision and achieving strategic goals
- **Strategy architect in the development** of innovative HR initiatives to streamline processes and capitalize on organizational growth opportunities
- Excellence in monitoring the **performance of employees** to ensure efficiency in operations and meeting of KRA's
- Proficient in **leading talent acquisition & employee relations activities** and setting priorities for improving the competence of the workforce
- Designing & developing modules and customizing training programmes based on the need analysis
- **A Visionary Thinker** with expertise in formulating and benchmarking functional best practices, competency profiling and mapping processes to focus on development of capabilities to meet goals set by the organization

CORE COMPETENCIES

~Legal compliance with all statutory agencies like" DISH, LABOUR , GPCB, POLICE, LOCAL MANAGEMENT , VILLAGERS " etc. Entered the 10 + Union Settlements with amicable Negotiations .

~HR Operations

~Performance Management

~Training &Development

~Compensation & Benefits

~General Administration

~Recruitment & Selection

~Policies & Procedures

~Compliance Management

~Team Management

~Industrial Relations

ORGANISATIONAL EXPERIENCE

- **February 2023 to April 2024** worked with Jay Chemical Industries Pvt. Ltd. a Company of US \$ 220 million as **General Manager – Corporate HR** with responsibilities of 2 Subsidiary Company and 7 Units across Gujarat.
- September 2010 to January 2023 with Transpek Industry Ltd., Vadodara, Gujarat, India Joined as as Sr. Manager – P&A and HR & subsequently promoted as Dy. General Manager - HRM in 2014 and from April 2021 promoted as General Manager – HRM

Effective from June 2015 nominated as Management Representative for 3 years all IMS such as ISO 9001:2008, ISO 14001:2004 & BS :OHSAS 18001 :2007.

Also got Certified with EnMS ISO 50001 in the sane tenure .

Key Result Areas:

- **Managing the entire gamut of HRD functions** (HR Operations, Strategy Planning, Compensation, General Administration & Learning and Development functions) with proven leadership qualities; conceptualising and effectuating measures /modifications in the operating procedures to optimise resource and manpower utilisation
- **Interfacing with Management and Heads of Department** for implementing HR policies & procedures in line with core organisational objectives
- **Directing all compensation programs**, including performance-based annual increment, performance management process, salary reviews, salary surveys, job analysis and evaluation, and reward & recognition
- **Working as strategic business partner to general and upper management**; providing guidance on how to best drive employee engagement and productivity; managing HR processes Reviews / Business Reviews of all units
- **Devising Organizational Development initiatives** for employee development and expanding the knowledge and effectiveness of people to accomplish more successful organizational change and performance
- **Contributing in maintaining & executing ISO 9001,14001 & BS: OHSAS 18001 standards**
- Ensuring preparation of **fortnightly manpower report** for corporate office, **Attrition & Turn-Over Analysis Report** on monthly & yearly basis, and **KRA & updating skill matrix**
- Managing **counselling / grievance to the employees** to maintain a healthy work environment & facilitating Employee Satisfaction, HR Survey & community development initiatives
- Supervising **end-to-end recruitment life cycle** and ensuring adherence to the process with involvement in vendor management, rate negotiation & finalization and monitoring of vendor performance
- Organising **induction & orientation** for new joiners; identifying **training needs across levels** through mapping of skills required for particular positions and analysis of the existing level of competencies

Highlights:

- Successfully developed internal **Performance Appraisal & Potential Assessment System** for employees at Transpek and Anupam Industries
- Played a key role in restructuring compensation across all levels during the appraisal cycles of 2014 and 2016 (*year*)
- Reduced the salary discrepancy problems and issues by 70% and almost zeroed it using measures such as understanding local needs, practices amongst industries and satisfying the the majority of workforce. By this means strengthen the Industrial Relations issue also.
- Reviewed the Employee Assistance Programme to improve cover and reduced costs by INR 10. Lacs p.a.
- Reduced the number of contract recruiting vendors from 30 to 16 (*number*); created better vendor relationships; allowed company to realize significant savings of 27%
- Created training modules on various topics such as presentation skills, communication, business etiquette, leadership, customized induction programs and so on
- Worked with managers and colleagues to develop and implement effective induction programs and material which resulted in reduction in the attrition rate by 36%

PREVIOUS EXPERIENCE

June 2006 to August 2010 with Anupam Industries Limited, Anand, Gujarat as Sr. Manager -HRD

August 1996 to June 2006 with MTZ Polyfims Limited, Bharuch, Gujarat as Asst. Manager – P&A

January 1993 to August 1996 with Polyset Products Pvt. Ltd., Halol, Gujarat as Assistant - Personnel

ACADEMIC DETAILS

- **IRPM** from Bharatiya Vidya Bhavan, Bharuch Chapter in Aug 1995
- **DLP** from M.S. University, Baroda in May 1994
- **LLB from** M.S. University, Baroda in May 1996
- **B.Com.** from M.S. University, Baroda in July 1991

PERSONAL DETAILS

Date of Birth: 18th April 1971
Languages Known: Hindi ,English & Gujarati
Address: B – 180, Sandalwood Society, Besides Vrajdhham Temple, Darbar Chowkdi, Manjalpur, Baroda – 390 011 Gujarat, (India)
Marital Status Married havig Two Daughters