

RESUME

ANKUR KANSARA

SR. HR MANAGER

E-mail id: ankurkansara@yahoo.co.in || Mobile: +91 9429474744 || Location: Vadodara

Profile:

I am seasoned Senior HR Executive with over 13 years of extensive experience in optimizing organizational performance and fostering a culture of productivity and learning. Highly educated and proficient across various HR domains, including talent acquisition, employee engagement, payroll management, HR strategy buildup, Legal and Statutory compliances, Labor Law implementation, exit formalities, and Performance management with business goals to drive success. a proven track record in managing HR functions across diverse business units and locations, ensuring operational consistency and efficiency. Effective communicator with a talent for building strong relationships at all organizational levels. Excels in facilitating seamless induction processes and administering competitive compensation packages to attract and retain top talent. Committed to addressing employee grievances and fostering a positive work environment through effective conflict resolution. Proficient in developing comprehensive HR policies and procedures to streamline operations and promote consistency. Experienced in HR MIS, budgeting, and reporting, providing valuable insights for informed decision-making. Adopts a detail-oriented and flexible approach, thriving in dynamic and challenging work environments to make impactful contributions to organizational success.

Experience:

Current working with Ashok Extrusion Tech Pvt. Ltd. As Sr. HR. MANAGER post (Duration: September 2024 to till date)

➤ **Administration Planning & Management:**

HR Operations Oversight: The General Admin HR supervises the day-to-day HR operations, ensuring smooth function of activities such as Recruitment, Policies, onboarding, Training, Housekeeping, Securities, Performance Management and employee relations.

Policy/SOP Development and Implementation: Responsible for developing HR policies and procedures in line with organizational goals and legal requirements. These policies cover areas such as recruitment, compensation, benefits, employee conduct, Welfare and Compliance.

Employee Relations: They oversee employee relations activities, including handling grievances, conflicts, and disciplinary actions. They promote a positive work environment by fostering effective communication, fairness and respect and among employees.

Performance Management: The Performance Management process, including setting performance Objective Goals/KRA, conducting appraisals, and providing feedback to employees. They ensure that performance evaluations are fair, transparent, and aligned with organizational goals.

HR Information System (HRIS) ZIPERP: The implementation and maintenance of HRIS system to streamline HR processes such as Payroll, Attendance, Leave Management and Employee records management. They ensure data integrity and confidentiality.

Budget & Capex Management: Manage the HR department's budget, including planning expenditures, monitoring costs, and optimizing resources to achieve departmental goals within budgetary constraints.

Recruitment and Staffing: While overseeing recruitment efforts, they ensure that staffing needs are met with qualified candidates. They may participate in interviewing candidates for key positions and ensuring a smooth onboarding process.

Strategic Planning and Support: Collaborate with senior management on HR strategic initiatives, such as workforce planning, succession planning, organizational development, and change management.

Employee Welfare and Engagement: Promote employee welfare initiatives and engagement activities to enhance employee satisfaction and retention. This may include organizing events, wellness programs, and recognition schemes.

Contract Labor Management:

Contract labor management involves overseeing the recruitment, deployment, and compliance aspects of a significant number of contracted workers within an organization.

Recruitment and Deployment Needs Assessment and Planning:

- Work closely with department heads and project managers to assess the need for contract labor.
- Plan manpower requirements based on Machine Timelines, workload fluctuations, and skill requirements.
- Regularly review and optimize contract labor management processes for efficiency and cost effectiveness.
- Utilize labor cloud system for managing contractual labor, synchronize attendance data with ID card punching.

Contractor/Vendor Selection and onboarding Management:

- Identify and select reliable vendors and contractors through a competitive bidding or qualification process.
- Negotiate Contracts, service level agreements (SLAs) and terms of engagement with contractor/vendors.
- Coordinate the recruitment process for contract workers, including screening, interviewing and selection.
- Ensure compliance with labor laws, industry standards and organizational policies during onboarding.

Compliance and Administration:

- A. Legal and Regulatory Compliance: Ensure compliance with labor laws, regulations and statutory requirements related to contract labor. Maintain accurate records of contracts, agreements, and compliance documentation.
- B. Payroll and Billing Management: Payroll processes for contract workers, ensuring timely And accurate payment. Verify and process contractor invoices, reconciling for payment.

Training & Development:

- A. **Training Needs Assessment:** Conduct through assessment to identify gaps in behavioral and technical skills among employees. Use performance reviews, feedback mechanisms, and skills matrices to pinpoint specific training needs.
- B. **Planning and Organizing Training Programs:** Collaborate with internal stakeholders and external training providers to design and deliver targeted training programs. Ensure alignment of training initiatives with organizational goals and individual career development plans.

C. Program Implementation & Evaluation and Feedback: Oversee the logistical aspects of training delivery, including scheduling, venue arrangements, and participant registration. Facilitate sessions or coordinate facilitators to ensure effective delivery of training content. Implement evaluation mechanisms to assess the effectiveness of training programs. Maintain accurate records of training attendance, evaluations, and certifications for audit and reporting purposes.

Legal Compliance, Liaison, Audits and other Activities:

Liaison:

- A. Liaison: Liaise with government and local authorities (PF, ESIC, DISH, Labor Commissioner, Municipal Corporation) for statutory compliances and licensing requirements.
- B. Liaise with legal advisors and regulatory authorities to ensure compliance during disputes.
- C. Manage online legal compliance under various labor laws.

Conflict Resolution:

- A. Mediate conflicts between employees or between employees and management.
- B. Implement strategies to prevent and mitigate potential sources of conflict within the workplace.

Industrial Disputes Management:

Prepare contingency plans and strategies for managing strikes, lockouts, or other industrial disputes.

IMS/RC Audit Compliance:

Taking HR and Legal audits under IMS certification (ISO 9001, ISO 14001,) with TUV.

Other Internal External & Account Audit Observation & Corrections

PRATIBHA ELECINERA PVT. LTD., VADODARA - Senior HR Executive

(Duration: April-2020 to August 2024)

Awards and Achievements:

✓ I was honored with the "Pratibhashali" award for exceptional support, recognizing my outstanding contributions in the year 2021.

(At PRATIBHA ENGINEERING SERVICES)

- Oversee entire manpower planning from budgeting to induction processes. Initiate and align manpower requisitions with annual requirements.
- Plan and execute end to end recruitment processes from sourcing to closure, utilizing various channels.
- Conduct induction processes and coordinate with HODs for JD and KRA.
- Monitor monthly timekeeping and salary-related activities, including leave management.
- Manage salary finalization and negotiations with new hires.
- Implement and manage performance review systems for the organization.
- Prepare review forms, conduct performance review meetings, and execute necessary payroll corrections.
- Initiate and manage employee engagement activities as per business requirements.
- Organize events such as Employee of the Month, welcome onboard activities, and cultural celebrations.
- Manage the entire employee life cycle, including probation reviews, confirmation, and exit processes.
- Conduct exit interviews and oversee full and final settlements.
- Formulate HR policies, manuals, and procedures, and ensure compliance with statutory regulations.
- Prepare HR budgets and reports, maintain HR data and records, and implement automation processes.

- Coordinate statutory compliance and handle grievance handling processes.
- Attend safety meetings, maintain MOMs, and manage legal compliance for contractual labor.
- Liaise with external authorities and government officers as required.

RESUME

- **STERLING & WILSON PVT. LTD.- Compliance Officer**

(Duration: Jan-2014 to March-2020)

My Responsibilities are:

- Managed 30+ contractors with over 500 laborers, overseeing time-consuming office operations.
- Coordinated PF/CLRA notice clearance and labor license applications.
- Facilitated new employee onboarding and orientation processes.
- Submitted monthly attendance and wages sheets to clients by the 10th, with bank statements as proof.
- Prepared and submitted muster rolls, wage sheets, and PT before deadlines.
- Ensured compliance with Employment Card Form-XIV, Leave with Wages Form-XIII, Wage Slips XIX, and OT Form-XXIII.
- Faced monthly client audits and obtained monthly certification of wages sheets.
- Conducted compliance verification for contractors as per various enactments.
- Generated reports on overtime and subcontractor attendance for management.
- Managed daily disciplinary affairs and laborer grievances efficiently.
- Provided assistance to management in addressing employee grievances and disciplinary matters.
- Following industries compliances manage:

Ford India Pvt. Ltd. Sanand	Colgte Palmolive Sanad	Hero Moto Corp. Halol,
Saint Gobain Site- Jaghdia	Gujarat Guardian Ankleshwar	Alembic Pharma- Karakhdi
Schoot Kaisa Jambusar	Aleor Derma Karakhdi	Trustine Tape site Dahej
MG Motors – Halol	RSPL Ltd. – Dist- Dwarka	Bayer Vapi Pvt. Ltd.- Vapi

- **DARSHAN HARDWARE, Ahmedabad - HR & Admin Executive**

(Duration: Feb-2009 to Dec-2013)

My Responsibilities are:

- Overseeing end-to-end payroll processes for staff.
 - Managing employee personal data via HRIS software and attendance systems.
 - Ensuring compliance with statutory regulations such as PF, ESIC, and PT.
 - Addressing daily employee concerns regarding salary and attendance.
 - Providing monthly MIS reports to the Managing Director.
 - Facilitating increment data preparation and payroll implementation.
 - Maintaining comprehensive HR-related employee files and data.
 - Supporting the Location Head-IR as needed.
- **Received two years of invaluable business mentorship from father from January 2006 to January 2008, contributing significantly to professional growth and development.**

- **SHAINAN SHAH & ASSOCIATES , Nadiad - Audit Assistant**

(Duration: July -2004 to Dec -2005)

My Responsibilities are:

- Execute audit assistant functions to ensure precision in accounting systems and procedures.

- Verify and inspect accounts receivable and payable ledgers, alongside general ledgers, ensuring accuracy.
- Thoroughly check, inspect, and reconcile bank deposits and payments for completeness and correctness.

Education:

Examination	Passing Year	College/ University /Bord	Percentage
M.B.A.	2010	Sikkim Manipal University	58%
B. Com	2004	Gujarat University	50%
H.S.C	2001	G. S. E. B.	67%

Language:

- ✓ Gujarati
- ✓ Hindi
- ✓ English

Strength:

- Creativity & Problem-Solving
- Team Leader
- Good Communication
- Effective Time Management
- Flexibility and Adaptability

Computer Proficiency:

- MS Office
- Tally 7.2
- ZIPERP
- HRMS software

Personal Information:

Full Name	ANKUR KIRANBHAI KANSARA
Date of Birth	25th March 1984
Marital Status	Married
Sex	Male
Present Address	202, Mangalmurti Complex, Dandiya Bazar, Vadodara-390001
Permanent Address	Khadayata Pole, Rang Wala Ni Khadki, Vadva Kuva, Nadiad – 387001