Deepanjan Sanyal

## +91 8085113677 # [sanyaldeepanjan@outlook.com](mailto:sanyaldeepanjan@outlook.com)

# Summary Experience

Motivated HR professional with an established track record of cultivating high-performing team; Skilled in change management and employee relations: Empowering professionals with strong mentoring, mediation, and conflict resolution skills. Adept at training and talent management, Champions diversity and inclusion to create positive working environment, Detail-orientated with expertise in analysis and complex problem- solving skills, dedicated to company growth and improvements

# Education

* **Master in business Management** – HR, Kalina Campus, Mumbai University, Batch 1998 – 2000
* **Bachelors of commerce –H.R. College** of Commerce and Economics, Mumbai University,1998
* Schooling – **ST. Xavier’s Convent School, Mumbai, 1996**
* **Diploma in IT** – MS office – Advance Excel, Java and SQL Server

## Velnik India Ltd November 2022 – till date

FMCG DOMAIN

Designation: Senior Manager – HR and Admin

Managing the entire Human Resources department (2 manufacturing in Rajasthan [ SOJAT AND PALI] and the Indore Corporate office)

Talent Acquisition:

* Ownership of the recruitment strategy in partnership with the organization
* Ensure a good balance of the recruitment sources in line with organization goals.
* KPI to measure the recruitment **costs evolution vs. quality** of profiles received
* Create job descriptions, conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
* Managing and ensuring all relevant approvals are in place for recruitment.
* Identify, build and maintain relationship with External Recruitment consultants for sourcing required candidates for the desired position.
* Ensuring all documentation/ Trackers for hiring is up to date by the recruitment team
* Ensure high level of communication network is established will all the departments within the Business group.
* Timely release of HR Dash Board and ensuring that MIS is shared with Top Management

Performance Management Process

* + Step by step formulation and implementation of PMS right from goal setting with the HOD/ management, then Individual Goal Setting (GS) MASRT KRAs, KPIs, Weightages, Scores working, TNI and implementation.

# Experience

* Ensure the process set in terms of quarterly reviewing system whether Quarterly, Mid-Year review or Year end, Appraisal is followed in compliance to timeline and coverage,
* Measure the effectiveness of PMS through Survey, identification of capability gaps in each functional and managerial area coaching the Managers how to deliver the PMS program and feedback to the team members.

Training & Development:

* Identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers
* Retention and People Productivity Management:
* Control the AOD Ratio and other forms of infant attrition
* Identifying habitual/Chronic Absentees and Low Performers and suitable remedial measures thereon
* Identification of Hi-Performers (Hi-Pe) and Hi-Potentials (Hi-Po) and develop IDP Identification of Hi Po's and coverage for development for Career Progression, Employee opinion and pulse survey.
* Providing support and guidance to staff when complex, specialized, and sensitive questions arise Employee Engagement Activities
* Plan, Facilitate and process for HR Connect Sessions, Town Halls, Open House sessions, motivate employee to participate in unit specific engagement activities

Policy formulation and Implementation:

* Reviewing and restructuring policies, recommending changes as per the currents demands and implementation and ensure the same are fully implemented and followed
* Developing, implementing and overseeing all HR initiatives, processes and activities, apart from the above, end to end Payroll time office, record maintenance, CLRA, other Factory and Statutory Compliance, Administration, Network with local administration including liaising with local Govt. bodies.
* Supporting the Plant Head in ensuring complete adherence to Safety, Health & Environment issues with zero tolerance
* Handled the 13 manufacturing (10 in Maharashtra, 2 in Gujarat & 1 Uttarakhand) Units including with more 2500 workmen unionized plants.
  + - Handled 13 big manufacturing units in multiple states with average employee strength of 2000+ contractual and permanent staff
    - Have been instrumental in the LTW settlement with the union
    - Have been key negotiators from the management side on the Charter of Demand
    - Formulated and implemented the PMS for all the 13 industrial units right from Goal Setting to employee's individuals scores
    - Reformed the entire company policies for entire Yash Birla group
    - Provided expert legal advice on disciplinary and grievance issues to support

Audits were also under my purview and have been part of the ISO, OSHAS and various other departmental audits

**Previous Experiences as follows**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization’s Name | Location | Position held | Tenure | Industry |
| SGS (Software Galaxy Systems) Technical Services Private Limited | Indore | Senior Manager – HR & Admin | Nov 2019 – Nov 2022 | Service – BPO, 2 centers |
| Agarwal Coal Corporation Pvt Ltd | Indore | Senior Manager – HR & Admin | Dec 2018 – Nov 2019 | Service – Coal Trading, PAN INDIA |
| PMV Maltings Pvt Ltd | Gurgaon | Senior Manager – HR & Admin | Jan 2015 – Nov 2018 | Manufacturing |
| Yash Birla Group | Mumbai | Senior Manager – HR & Admin | Aug 2008 – Dec 2014 | Manufacturing – 13 Units |
| Siyaram Silk Mills Ltd | Mumbai | Manager – HR and Admin | June 2000 – July 2008 | Manufacturing – 4 Units |