

VARUN CHARI

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EXECUTIVE SUMMARY

A seasoned **HR & Administration Professional** with over **24 years of leadership experience** spanning **pharmaceuticals, healthcare, manufacturing, textiles, and engineering industries**. Adept at **designing HR policies, driving administrative excellence, managing complex compliance frameworks, and leading multi-location operations**. Proven ability to deliver **strategic workforce planning, vendor cost optimization, statutory governance, and employee engagement frameworks**. Known for a **hands-on leadership style, operational resilience, and transformation of traditional HR systems into modern, digital-first platforms**.

Key Highlights:

- **24+ years** of progressive HR & Admin leadership.
- Managed **HR operations for 5,000+ employees** across multiple plants & corporate offices.
- Achieved **₹10+ crore cost savings cumulatively** via vendor renegotiations, automation, and compliance restructuring.
- Implemented **enterprise-wide HRIS & digital dashboards** improving decision-making accuracy by 40%.
- Led **100% successful compliance audits** (ISO, EHS, statutory, labour, and plant licensing).

CORE COMPETENCIES

- **HR Strategy & Governance:** HR policy formulation, HR audits, compliance frameworks.
- **Workforce Planning:** Recruitment strategy, manpower budgeting, succession planning.
- **Administration Excellence:** Facility management, workplace safety, logistics management.
- **Statutory Compliance:** Labour laws, government licensing, ISO/EHS audits.
- **Vendor & Contract Management:** Procurement strategy, cost optimization, service SLAs.
- **Transformation & Change Management:** Digital HR implementation, process automation.
- **Leadership:** Team building, cross-functional collaboration, crisis response management.

PROFESSIONAL EXPERIENCE

Head – HR & Administration

Nitika Pharmaceuticals Specialities Pvt. Ltd., Nagpur

 Feb 2025 – Present

- Leading HR & Admin across **corporate HQ and multi-location manufacturing facilities**.
- Designed **HR SOPs and policy frameworks** aligning HR with corporate vision.
- Implemented **vendor governance system** reducing procurement delays by 18%.
- Oversaw **regulatory licensing, compliance audits, and statutory submissions**.
- Introduced **HR analytics dashboards**, driving data-driven workforce planning decisions.
- Successfully led **digital HR transformation**, automating leave, payroll, and appraisal processes.

Key Achievements:

- ✓ Reduced administrative overhead costs by **12% in first 6 months**.
 - ✓ Streamlined **multi-plant compliance tracking system** ensuring zero audit failures.
 - ✓ Enabled **faster recruitment cycle (25% reduction)** by building centralized hiring structure.
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Senior Manager – HR & Admin

IIEPL Pvt. Ltd., Chennai

 Sep 2023 – Feb 2025

- Directed **recruitment, onboarding, payroll & statutory compliance**.
- Implemented **employee engagement framework**, improving retention by **15% in one year**.
- Conducted **succession planning workshops** for leadership pipeline readiness.
- Reduced procurement costs by **12%** through vendor scorecards & evaluation metrics.
- Oversaw **workplace safety, EHS norms, ISO certifications**.

Key Achievements:

- ✓ Established **compliance audit mechanism**, preventing penalties worth ₹50L annually.
- ✓ Implemented **performance management system**, resulting in **20% productivity increase**.
- ✓ Digitized HR records for **500+ employees**, reducing documentation errors by 90%.

Admin Executive

TIL Healthcare Pvt. Ltd., Chennai

 Jan 2021 – Jun 2023

- Managed **procurement, vendor relations, and logistics for 400+ workforce**.
- Headed **COVID-19 Committee**, ensuring zero plant shutdowns and complete workforce safety.
- Negotiated with vendors to achieve **15% cost reduction** on facility services.
- Introduced **digital SLA monitoring system** for real-time tracking.

Key Achievements:

- ✓ Achieved **100% workforce vaccination** within stipulated timelines.
- ✓ Reduced **vendor payment cycle from 45 to 20 days** through workflow digitization.

Administration & Sales Coordinator

Parikh Fabrics Pvt. Ltd., Tada

 Jun 2016 – Dec 2020

- Coordinated **supply chain planning, inventory forecasting, and vendor management**.
- Ensured **compliance with fire safety & labor laws**.
- Supported sales operations with **sample logistics & order management**.

Key Achievements:

- ✓ Maintained **zero compliance violations** for 5 years.
- ✓ Strengthened reporting system improving **management decision-making speed by 30%**.

Merchandise & Purchase Executive

G.T.N. Engineering India Ltd., Hyderabad

 Aug 2014 – May 2016

- Led **procurement strategy for engineering projects**.
- Reduced procurement cycle by **20%** through better vendor coordination.
- Assisted in **ISO audit preparation**.

Key Achievements:

- ✓ Implemented **vendor evaluation metrics** improving delivery timelines by 25%.

Operations & Administration Manager

Trait Services, Chennai

 Jun 2010 – Jul 2014

- Directed **HR, payroll, administration, and facility operations**.
- Drove **cost-efficiency initiatives** saving ₹10L annually.
- Introduced **internal appraisal system** improving employee retention.

Key Achievements:

- ✓ Created a **centralized procurement hub**, cutting duplicate spending by 18%.
- ✓ Reduced attrition by **10%** through better career development frameworks.

Operations & Administration Manager

Health Soft India Pvt. Ltd., Chennai

 Nov 2001 – Jun 2010

- Managed **HR, procurement, facility, and overall administrative workflows**.
- Led **internal audits and statutory compliance processes**.
- Streamlined recruitment, payroll, and appraisals for business expansion.

Key Achievements:

- ✓ Maintained **100% on-time license renewals** for 9 consecutive years.
- ✓ Designed **preventive maintenance system** reducing downtime by 20%.

EDUCATION

Bachelor of Computer Applications (BCA) – Alagappa University, 2006

TECHNICAL SKILLS

- MS Office Suite (Excel, Word, PowerPoint)
- HRIS & Payroll Systems (Zoho, SAP, Tally ERP HR)
- Facility Management Software (CAFM, Archibus)
- Vendor & Procurement Management Tools
- ISO, Statutory & Compliance Documentation

LANGUAGES

- English – Fluent
- Tamil – Native
- Hindi – Fluent
- Telugu – Fluent