



Arun Kumar Vijayvargiya

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OBJECTIVE

Seasoned and results-driven HR professional with over 22 years of diverse experience across the manufacturing, construction, real estate, and services sectors. Demonstrated expertise in employee relations, industrial relations, statutory compliance, administration, talent acquisition, and HR operations. Skilled at aligning people strategies with organizational objectives and leveraging digital tools to drive HR transformation. Renowned for a proactive, employee-first mindset and a proven ability to implement initiatives that boost engagement, streamline processes, and enhance organizational effectiveness. Committed to ethical practices, continuous improvement, and cultivating high-performance, collaborative work cultures

EXPERIENCE

2025 -

- **Regional Manager Labour Resource**

Godrej Properties Limited

Oversaw HR operations and labor compliance across the West and East zones, including handling disciplinary procedures and ensuring adherence to regulatory requirements.

Built and maintained strong relationships with government authorities to ensure legal compliance and address regulatory issues efficiently.

Acted as a key liaison with government officials for audits, inspections, and statutory matters, ensuring timely resolution and alignment with labor laws.

Conducted data analysis to identify workforce trends, enabling proactive responses to employee relations concerns and policy effectiveness.

Clearly communicated HR policies and guidelines, successfully resolving employee relation issues through fair and transparent practices.

Designed and facilitated training programs focused on staff development, skill enhancement, and improving overall team morale.

Reviewed reports, proposals, and recommendations from subordinate teams to support strategic and informed HR decision-making.

Lead regular team meetings to communicate business objectives, organizational updates, and strategic direction.

Coordinated cross-functional teams to deliver time-sensitive projects,

improving collaboration and boosting productivity.

Key Responsibilities & Achievements:

Lead employee relations and compliance functions across the West East region, ensuring adherence to all statutory and regulatory requirements.

Applied, implemented, and monitored statutory provisions under various labour and factory laws through structured compliance management systems and disciplinary frameworks via dedicated HR portals.

Effectively communicated HR policies and guidelines, resolving employee relations issues with clarity, fairness, and consistency.

Maintained detailed records, conducted data analysis to identify trends, and responded to employee and management queries related to policies and procedures.

Compiled, updated, and maintained comprehensive documentation including agreements, contracts, and HR metrics; developed policies aligned with the strategic direction of the organization.

Investigated and managed disciplinary matters, including Performance Improvement Plans (PIP) and cases under the Prevention of Sexual Harassment (POSH) Act, following the company's action matrix.

Represented the organization in conciliation and court proceedings, ensuring lawful and constructive handling of disputes.

2018 -
2025

- **Lead Employee Relation and Statutory compliance (Sr. Manager)**

Reliance Jio Infocomm Limited

Managed Industrial Relations, Employee Relations, and HR Compliance for a workforce of approximately 6,000 employees across Rajasthan, including 60% contractual staff.

Key Responsibilities & Achievements:

Lead employee relations and compliance functions across the Rajasthan region, ensuring adherence to all statutory and regulatory requirements.

Supervised 10 monthly HR compliance audits, achieving a 30% improvement in compliance standards across locations.

Applied, implemented, and monitored statutory provisions under various labour and factory laws through structured compliance management systems and disciplinary frameworks via dedicated HR portals.

Effectively communicated HR policies and guidelines, resolving employee relations issues with clarity, fairness, and consistency.

Maintained detailed records, conducted data analysis to identify trends, and responded to employee and management queries related to policies and procedures.

Compiled, updated, and maintained comprehensive documentation

including agreements, contracts, and HR metrics; developed policies aligned with the strategic direction of the organization.

Investigated and managed disciplinary matters, including Performance Improvement Plans (PIP) and cases under the Prevention of Sexual Harassment (POSH) Act, following the company's action matrix.

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2006 -
2018

- **Assistant Manager IR**

Larsen and Toubro

Developed and implemented comprehensive labour policies aligned with organizational goals and statutory requirements.

Lead recruitment processes for blue-collar workmen, ensuring optimal workforce planning and deployment across multiple project sites.

Ensured strict adherence to statutory compliances, including PF, ESIC, Gratuity, Bonus, BOCW, and Minimum Wages regulations.

Managed labour welfare initiatives, grievance handling, and resolved local and union-related issues, including negotiations with Mathadi union and Security Guard Board.

Coordinated with police, local leaders, and government authorities for smooth site operations and compliance.

Administered site/project operations, including budgeting, accommodation, fleet management, security, and general administrative functions.

Oversaw licensing, permits, and regulatory approvals related to labour and security operations. Implemented Performance Management Systems (PMS) to drive employee engagement and operational efficiency.

Maintained effective communication channels across teams to resolve grievances, manage local issues, and ensure smooth project delivery.

2002 -
2006

- **Assistant Labour Officer**

Sangam India limited

Managed HR and administrative functions for approximately 600 employees, including 400 contractual workers.

Oversaw employee welfare facilities, ensuring a safe and supportive work environment.

Administered payroll, attendance tracking, leave management, and shift scheduling to maintain operational efficiency.

Conducted recruitment and onboarding processes for plant staff, ensuring timely fulfillment of workforce requirements.

Ensured statutory compliance related to PF, ESIC, Bonus, and Gratuity in accordance with labour laws.

Handled legal documentation and labour-related formalities to maintain smooth industrial relations.

EDUCATION

- 2002

- MSW(Master of Social Work)
Janardan Rai Nagar University Udaipur
60
- 2022

- Certification-EDPLLM
XLRI Jamshedpur
1st

SKILLS

Grievance Handling	Employee Relations
100%	100%
HR compliance	HR Operations
100%	100%
Project Management	Policy Formulation
100%	100%
Employee Engagement	Humility
100%	100%

LANGUAGES

- Hindi ,English, Marathi