

SANJIV KUMAR BARIAR

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Abstract of profile

An Arts Graduate and a Post Graduate Diploma (Full Time) holder in Personnel Management & Industrial Relations with extensive proven track record in the arena of Human Resources, Administration & Industrial Relations with reputed organisations across multi geographies in India.

Summary of Skills and Experience

- ✓ A seasoned professional having extensive proven track record with reputed organisations covering entire domain of HR function including Talent Acquisition, Training & Development, Performance Appraisal System, Planning & Strategy Making, Process Improvement, Vendor Management, Wage & Salary Administration, Statutory Compliances, Disciplinary matters, Union Management, General Administration, HR Policies & Systems, Online HR Systems etc.
- ✓ A person with positive attitude, creativity, innovation and effective planning skills. An excellent communicator coupled with exceptional interpersonal skills. Expertise in the domains of Organizational Branding, Liaison with external agencies for various infrastructural set up and statutory requirements. An Out-of-the-Box thinker with a proven track record of streamlining workflow and creating a teamwork environment to enhance workforce efficiency and productivity.

Career Highlights

- ✓ **Currently** holding the role of **Head – HR, Admin & IR** with **Malegaon Power Supply Limited (MPSL)**, which is a **subsidiary of the RP-Sanjiv Goenka group's** flagship company **CESC Limited**, since **26-09-2019**.
MPSL is operating the Power Distribution Franchisee in Malegaon, Distt. Nashik as per the contract for 20 years with Maharashtra State Electricity Distribution Company Limited. Its gamut of work includes the provision of reliable power supply with improved customer services and greater efficiency to the consumers. It is part of CESC Limited which is India's first fully integrated electrical utility company and is on an epic ride ever since 1899 in generating and distributing power.
- ✓ Worked with **SND Ltd. (Erstwhile Spanco Nagpur Discom Ltd.)**, Nagpur from **17-06-2013 to 23-09-2019** as **Sr. Manager-HR** in the capacity of **Head – HR, Admin & IR**.
SND Limited was the Power Distribution Franchisee of Maharashtra State Electricity Distribution Company Limited in the city of Nagpur. It was part of Essel Group which is a leading business conglomerate having diverse business presence across Media, Entertainment, Packaging, Infrastructure, Education, Precious metals, Finance and Technology sectors.
- ✓ Worked with **Unitech Power Transmission Limited, Nagpur** as **Sr. Manager – HR** from **February 2006 to June 2013** in the capacity of **Head-HR, Admin. & IR**.
Unitech Power Transmission Ltd., a 100% subsidiary of Unitech Group Limited which is a household name in Civil Construction and Real Estate in India, is the leading engineering and turnkey contracting company with specialization in the domain of design, manufacture (fabrication & galvanizing), supply & construction of high and extra high voltage power transmission towers up to 800 kV, microwave towers, substation structures & allied structures.
- ✓ Worked in **Parishudh Machines Pvt. Ltd, Ghaziabad** as **Dy. Manager (HR)** from **February 2005 to February 2006** and looked after all the HR activities of all the three units of automobile division of the group in the capacity of Head-HR. The company is a renowned manufacturer of high precision tools like Grinding Machine, CNC Turning Centres, Hydraulic Internal/External & Centreless Grinder etc.
- ✓ Worked in **Atlas Cycles (Haryana) Ltd., Malanpur, Gwalior** as **Personnel Officer** from **July 2002 to February 2005**. Atlas name is synonymous with the cycling revolution in India. Since seven decades; the company has enjoyed a position of eminence and leadership in the Bicycle industry. Atlas is one of the top bicycle producing companies in the world, with a capacity to produce 4 million bicycles per year.
- ✓ Worked as an **Officer (Personnel & Admin.)** from **March 2000 to July 2002** in **Amtek Automotive Machining Division- AIZEN, Gurgaon** (Formerly Amtek Auto Ltd., Unit-III), is a part of Amtek Group, is a technical collaboration between Amtek and Aizen Company Limited (Aizen Company Ltd. is one of the biggest manufacturers of Connecting Rod assemblies in Japan and an OE supplier to Suzuki Motor Co. Ltd., Japan). It manufactures connecting rod & its assembly with Piston and is a 100% O.E supplier to Maruti Udyog Ltd.
- ✓ Worked as **Assistant Personnel Officer** in **SSF Industries Limited Patna** (a coir mattress manufacturing unit) from **October 1997 to December 1999**. SSF Industries Limited is a leading producer of PU Foam & Coir Mattresses across Eastern & North Eastern India.

Areas of Expertise

Talent Acquisition:

- ✓ Management of the complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements within the recruitment budget.
- ✓ Manpower planning in consultation with heads of different of the functional areas.
- ✓ Conducting the initial screening & Final Closure on the basis of communication skills, Stability factors and profile/personality/organizational fitment of candidates for support and functional positions
- ✓ Exposed to the entire gamut of recruitment activities viz. identification & finalisation of recruitment sources, short listing of CVs, conduct interviews, salary negotiations, issue of LOI/Appointment Letter, joining formalities & induction etc.
- ✓ Conducting campus recruitment of fresher viz. GET, DET, MT & Trainee Operators/Technicians.
- ✓ Launched internal recruitment (Promotions/Up-gradations) & Referral Schemes for retention & business development
- ✓ Developed system/process to streamline the recruitment procedures.
- ✓ Designing and developing Job Descriptions/Key Result Areas for executives.
- ✓ Monthly recruitment reports to top management

Talent Management (Management Development Functions):

- ✓ Conduct sufficient need based behavioural and functional trainings to meet the mandated training requirement of the company by coordinating training needs identification across all levels through mapping of skills required for particular positions and analysis of the existing level of competencies & organising induction training for new recruits.
- ✓ Designing/customising training modules, finalising training calendar & faculty, feedback analysis.
- ✓ Developed SOP for systematic implementation of training & development activities.
- ✓ Trainer for certain system/behavioural/culture related organisational initiatives.

Performance Appraisal System:

- ✓ Assisting the HODs in launching Performance Management System with key focus on close monitoring of KRA's of executives versus their achievement & providing inputs towards employee's discipline & interpersonal relations.
- ✓ Carrying PMS awareness sessions in order to make the employees aware of the process.
- ✓ Linkages of Performance Management System to training/compensation/career path.
- ✓ Coordination and completion of the documentation on the performance management process by doing preliminary analysis & summarisation of employees rating and thus assist management in finalising annual increment, absorption, confirmation and promotion.

Time office Management:

- ✓ Monitoring of employee's attendance, leaves, overtime working, absenteeism etc. Counsel the employees on absenteeism and to keep track of the trend of absenteeism for different categories of employees. Coordinating and monitoring of shift working of various technical & other departments.

Wage & Salary Administration:

- ✓ Fixation of salary of new employees on joining and of existing employees post salary revision.
- ✓ Timely disbursement of salary to the employees.
- ✓ Perform internal due-diligence steps for all employee-related transactions such as Loan, advance, incentives, bonus, gratuity, medical allowance, LTA, conveyance allowance & other allowance as per entitlement before presenting the same for payment.
- ✓ Full & final settlement of employees.
- ✓ Maintenance of Salary Data / Record & Profile of Employees.
- ✓ To conduct wage survey of in different industries to propose revision of wage to the management.

Industrial Relations & Statutory Compliances:

- ✓ Grievance handling & its effective redressal for maintaining harmonious industrial relations.
- ✓ Initiation of disciplinary actions & enquiries in case of misconduct.
- ✓ Handling worker's union. Labour negotiations for effective bargaining.
- ✓ To initiate legal action on behalf of company in different courts as & when required.
- ✓ Monitoring and ensuring statutory compliance, deductions, returns under various labour laws such as P.F., E.S.I.C., Bonus, Gratuity, Factory Act, Contract Labour Act, Payment of wage Act, Minimum wage Act, Industrial Employment (standing order) Act, Employment Exchange Act, Apprentice Act etc.
- ✓ Liaison and keeping good rapport with various Govt. Offices & private bodies like PF, ESIC, Labour, Health & Safety, Explosive, Weight & Measurement, Local Police, Collector, Telecom & Postal, Pollution Control Board, Electricity Board, Employment Exchange, DIC, Industries Association, Municipal Corporation, Insurance companies, Advocates, local political leaders, hotels, hospitals etc.

General Administration, Welfare & Safety:

- ✓ Monitoring & controlling all administration related activities of plant including housekeeping, plant security, company's transport, canteen, travel arrangement of company's officials, boarding & lodging arrangement of company's guests etc.
- ✓ Inventory management of office stationary and maintenance of all office automation devices.
- ✓ To monitor first aid & ambulance facility of the plant.
- ✓ To ensure proper medical treatment & hospitalisation in case of an accident in plant.
- ✓ To facilitate various employee's insurance scheme like Mediclam, Gr. accident & term policy, group insurance in lieu of EDLI of EPF Act, group gratuity scheme etc.
- ✓ To monitor implementation of employee's safety measures as well as safety of plant viz periodical testing of all the equipments/machineries; periodical medical check up of employees; awareness programme for safety, health & Environment (SHE); proper utilisation of safety devices like Hamlet, Safety Goggles, Safety Belt, Dangri, mask, safety Shoe, Gloves etc at work; insurance of plant & machinery etc.

Other HR Allied Activities, MIS & Record Keeping:

- ✓ To provide support in formulation & implementation of company's HR policy & procedures and its continuous monitoring to suggest improvement or necessary changes as & when required.
- ✓ Preparation of Job description and its assessment.
- ✓ Conceptualise, Design, Document and implement innovative HR practices aimed at reward, recognition and retention of employees
- ✓ Negotiating about the terms & conditions and executing agreements/contracts with service provider like manpower contractor, guesthouse, transport providers, office maintenance & automation agencies, godown, security agency, travel agency, placement agency, advocate etc.
- ✓ To face internal audit of management systems (viz. QS 9000, ISO 9001, ISO 14000) for department as well as and take appropriate action based on observations/suggestions, if any. Coordinated its implementation in the organisation.
- ✓ To maintain & monitor records of all expenditure related to the HR department on monthly basis & to take necessary action to control it as & when required.
- ✓ Maintain up-to-date employee data in as many conceivable formats and slices and maintain readiness to generate reports
- ✓ Organising low budget employee's participation activities such as sports meet cultural programme, festival celebration, inter-unit quiz, employee's get-together etc to ensure cohesive employees relations.
- ✓ Controlling and monitoring budget of HR department.
- ✓ Holding weekly meeting with workers and to redress of their grievances effectively.

Education

- ✓ **2-Yr. P. G. Diploma (Full Time) in Personnel Mangt. & Industrial Relations** from L. N. Mishra Institute of Economic Development & Social Change, Patna (An autonomous institute under Magadh University affiliated to U.G.C. & recognised by A. I. C. T. E.), Session : 1995-97, Percentage Marks : 67%.
- ✓ **B. A. (Honours)** from **Patna University**, Session : 1990-93, Result published in 1994, Percentage Marks : 60%

Training Aquired

- ✓ Acquired summer training at Steel Authority of India (SAIL), Bokaro Steel City from 9th June to 19th July 1997 on the topic "Wage & Salary Administration".
- ✓ ISO 9001:2008 INTERNAL QUALITY AUDITOR COURSE with focus on Process Approach to Quality Management System Auditing.
- ✓ ISO 14001:2004 Internal Audit Programme.

Awards & Accolade

- ✓ Awarded with the 'Top HR Leader (Nagpur Region)' by The Employer Branding Institute-India in the program hosted by World HRD Congress & Star Group. This award is conferred for leading Human Resources function to build itself into the fabric of the business, embracing change and contributing values. The award is intended to recognise the endeavours to act as a "Catalyst of Change" perfectly with a visionary approach.
- ✓ The Employer Branding Institute-India awarded my organisation SND Limited with 'Nagpur Best Employer Brand Awards 2018' at the award ceremony hosted by World HRD Congress & Star Group. This award distinguishes the organisations having exemplary HR practices for overall human resources Development viz. attracting, retaining & developing talent. It accolades the organisation which is considered as most preferred & looked up to as an organization of choice.

IT Skills

Working knowledge of MS Office, E-mail and Internet.

Personal Details

Date of Birth	:	30th January 1972.
Sex	:	Male
Marital Status	:	Married
Blood Group	:	B Rh +ve
Father's Name	:	Late Tribhuwan Nath Bariar
Father's Occupation	:	Superintendent (Retd.), Customs & Central Excise.
Hobbies & Interests	:	Listening music, travelling and playing cricket.
Languages Known	:	Hindi & English (Read, Write, Speak), Marathi (Read & Understand)
Correspondence Address :		Flat No.-201, Second Floor, Prabhu Ram Apartment, Plot No.- 3, Manav Seva Nagar, Seminary Hills, Nagpur-440 006 (Maharashtra).
Passport No.	:	J6011653, valid up to 16/01/2021
Current CTC	:	Rs. 40.00 Lac p.a. + Company's accommodation with food & company's conveyance
Notice period with	:	03 Months with current employer

(SANJIV KUMAR BARIAR)

Glimpses of few media coverages

SNDL receives 'Best Employer Brand 2018' award in World HR Congress



Sonal Khurana, Business Head of SNDL receiving the award at the function.

■ Staff Reporter

SPANCO Nagpur Discom Ltd (SNDL) was adjudged as the 'Best Employer Brand 2018' in World HR Congress held in city recently. The award felicitates organisations for exemplary Human Resources (HR) practices and using marketing communications effectively for HR Development.

Sonal Khurana (Business Head – SND Limited Nagpur) received the award in the event. Speaking on the occasion, Khurana dedicated the award to the efficient manpower working for the organization which has given it a new height. He also thanked the pro-

motor organisation of SNDL, the Essel Group which has a vision of being the most favored brand for consumers and employees alike.

He also elaborated how the organisation hosts various 'continuous education programmes' for its employees where they get to know various aspects of consumer services, technology, rules and laws, soft skills etc. A session on same lines was recently organized for consumer-facing employees of SNDL. The speaker for this session was Adv Gauri Chandrayan (Advisor - Consumer Affairs, MSEDCCL) who explained in greater details the legal aspects of Electricity Act and other consumer laws.

SNDL कर्मियों ने सीखे स्मार्ट वर्क के गुरु

मैनेजमेंट गुरु बत्रा ने किया मार्गदर्शन



निज संवाददाता

नागपुर. शहर के 3 जून की बिजली वितरण व्यवस्था संभाल रही फ्रेचाइसी कंपनी एसएनडीएल ने अपनी ग्राहक सेवा को और भी स्मार्ट बनाने के लिए कर्मचारियों के लिए 2 दिवसीय जीवन एवं कार्यालय प्रबंधन कार्यशाला का आयोजन किया. कार्यशाला में मैनेजमेंट गुरु विजय बत्रा ने अपनी चिर-परिचित शैली में कर्मचारियों व अधिकारियों का मार्गदर्शन किया. उन्होंने कार्यालय व निजी जीवन में प्रबंधन के महत्वपूर्ण गुरु सिखाये तथा कार्यक्रम के अंतर्गत निकट भविष्य के साथ स्मार्ट वर्क और कठिन परिश्रम को बखूबी समझाया.

उन्होंने अपने अनुभवों को साझा करते हुए बेहतर ग्राहक सेवा के आसान व उत्कृष्ट तरीकों को बताया. कंपनी के बिजनेस हेड जगदीश चेलारामानी भी उपस्थित थे. उन्होंने अपने सहकर्मियों से जीवन प्रबंधन के सिद्धांतों पर अमल करने की अपील भी की. उन्होंने आशा जताई कि इस कार्यशाला से निश्चित ही टीमवर्क की भावना को बढ़ावा मिलेगा और हम अपने ग्राहकों को और भी बेहतर सेवा देने में सक्षम होंगे. कंपनी प्रवक्ता ने बताया कि सतत शिक्षा कार्यक्रम के अंतर्गत निकट भविष्य में भी कर्मचारियों के लिए विविध विषयों पर कार्यशालाओं का आयोजन किया जाएगा.

TOP HR LEADER IN NAGPUR

Presented to



SANJIV KUMAR BARIA

Sr. Manager - HR
SND Limited

Mr. Sanjiv Kumar Baria is an Arts Graduate and a Post Graduate Diploma holder in Relations. He is a seasoned professional having about 20 years of proven track record multi geographies in India covering entire domain of HR function including Talent A Performance Appraisal System, Planning & Strategy Making, Process Improver Salary Administration, Statutory Compliances, Disciplinary matters, Union Manag Policies & Systems, Online HR Systems etc. He is currently associated with SND Li Head – Human Resources. SND Limited is operating the Power Distribution Franch care of a committed team of more than 1000 direct & indirect personnel for pro consumers. He inculcates and ensures a culture of trust, ownership, suitable grow within the organisation to attract and retain the best talents. He effectively imple

महिला दिन पर विविध आयोजन



नागपुर, रात्रि संवादक

एसएनडीएल के तुलसीबाग कार्यालय में विश्व महिला दिन के अवसर पर कैक काटकर महिलाओं के लिए स्वास्थ्य जागरूकता शिविर का आयोजन किया गया. महिला दिन के अवसर पर आयोजित इस कार्यक्रम में प्रमुख रूप से ईएसआरसी हॉस्पिटल की डा. अंजली भंडारकर तथा डा. प्रयाग कुमार के द्वारा कार्यालय में कार्यरत महिलाओं के स्वास्थ्य को लेकर विस्तार से जानकारी प्रदान की. इसी अवसर पर एसएनडीएल के एचआर प्रमुख संजु बारिया की प्रमुख उपस्थिती में कैक काटकर कार्यरत विश्व महिला दिन मनाया गया. कार्यक्रम का संचालन एवं आभार सुविधा लोखंडे ने माना. इस अवसर पर कार्यालय के सभी अधिकारी एवं कर्मचारी उपस्थित थे.

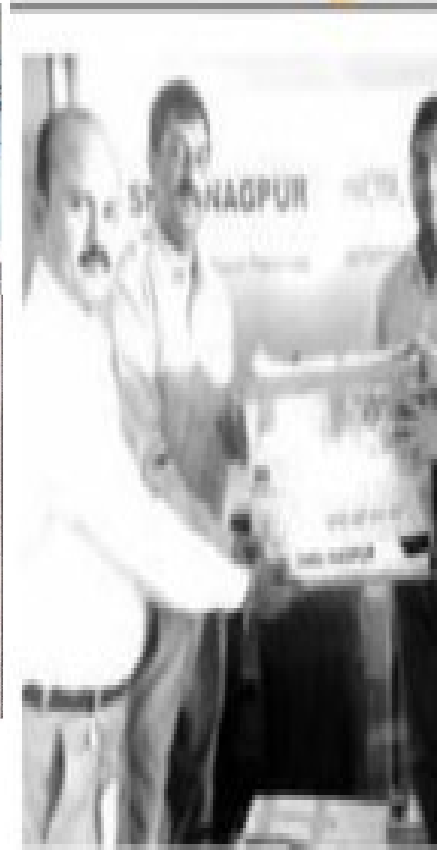


व्यवस्थापक द्वय योगिता कस्तुरे (पीआर) व संजीव बरियार (एचआर), ग्राहक सेवा प्रमुख दीपक शर्मा यांच्या नेतृत्वात एसएनडीएलच्या कर्मचाऱ्यांनी अशा उत्साहात तथा सायकल रॅलीला आपले समर्थन जाहीर केले.



एसएनडीएलतर्फे गणराज्य दिनी रक्तदान शिबिर

एसएनडीएल या विद्युत वितरण कंपनीतर्फे २६ जानेवारी रोजी प्रजासत्ताक दिनाच्या निमित्ताने रक्तदान शिबिराचे आयोजन करण्यात आले होते. सुपर स्पेशॅलिटी ब्लड बँक अण्ड कॅन्सर हॉस्पिटलच्या सौजन्याने एसएनडीएलच्या सिव्हील लाईन्स मधील नारंग टॉवर्स कार्यालयात 'कॉर्पोरेट सोशल रिस्पॉन्सिबिलिटी' (सीएसआर) अंतर्गत हा उपक्रम घेण्यात आला. एसएनडीएलच्या तब्बल ८३ कर्मचाऱ्यांनी या रक्तदान शिबिरात रक्तदान केले. त्यात व्यापार प्रमुख सोनल खुराणा यांच्यासह आशीष गोयल, संजीव बारीवर, दीपक शर्मा, योगिता कस्तुरे या विभाग प्रमुखांसह इतर व्यापार व्यवस्थापक, विभाग व्यवस्थापक, कार्यकारी अधिकारी आणि कर्मचाऱ्यांनी उत्कृष्टपणे सहभागी झाले होते. समाज आणि कर्करोगाच्या रुग्णांना मदत करण्याच्या उद्देशाने घेण्यात आलेल्या या शिबिराबद्दल सुपर स्पेशॅलिटीच्या चमूने प्रशंसोद्गार काढले. सुपर स्पेशॅलिटीचे डॉ. आशीष बोहरा आणि त्यांच्या चमूने हे शिबिर यशस्वी केले. आपल्या सामाजिक दायित्वाची जाणीव एसएनडीएलच्या व्यवस्थापनात आहे आणि येत्या काळात ती अधिक प्रकषणाने विविध उपक्रमातून दिसून येईल. एसएनडीएल विषयी : एसएनडीएल ही महाराष्ट्र वीज वितरण कंपनीची अभिकर्ता कंपनी आहे. नागपूर शहरातील महाल, गांधीबाग, सिव्हील लाईन्स या भागात वीज वितरणाचे कार्य ही कंपनी करते. वीजेचा घसारा रोखणे आणि तब्बल ४.५ लाख वीज ग्राहकांनी अद्यावत विद्युत पुरवठा करण्याचे काम ही कंपनी करते.



एसएनडीएल जरूरतमंदोंक

एसएनडीएलचा ख्रिसमस अनाथ बालकांसोबत

तभा वृत्तसेवा
नागपूर, २६ डिसेंबर

यावर्षीचा ख्रिसमस

एसएनडीएल परिवाराने बालसदन अनाथआश्रम धरमपेठच्या बालकांसोबत सज्जा केला. यात सुमारे ३५ मुला-मुलींना ड्रायफ्रूट व चॉकलेट बॉक्स भेटीदाखल देण्यात आले. सॅंटा क्लासने आपल्या तालावर या बालकांसोबत नृत्य केले. गावले केले, तमचे गुलांना कॅप व गार्सक भेट दिले. यात बालकांनी संगीत, नृत्य, अंताक्षरी, मेरी मेकिंग आदी उपक्रम साजरे केले. यावेळी कंपनीचे कर्मचारी व त्यांचे कुटुंबीय उपस्थित होते. ■

एसएनडीएल : वेतन का नया करार

शहर की विद्युत वितरण कंपनी स्पेन्को नागपूर हिस्कोम लिमिटेड (एसएनडीएल) के ३६७ कर्मचारियों के वेतन करार की समयसीमा ३१ मई को पूरी हो गई. १ जून से नए वेतन करार की प्रक्रिया दो महीनों से चल रही है. इसके एक भाग के रूप में ८ जून को महाराष्ट्र स्टेट इलेक्ट्रिसिटी वर्कर्स फेडरेशन स्पेन्को जून के पदाधिकारी व एसएनडीएल व्यवस्थापन के बीच वेतन बढ़ोतरी का नया करार होने की जानकारी फेडरेशन के कार्याध्यक्ष मोहन शर्मा ने दी. विशेष बात यह कि इस करार के अनुसार एसएनडीएल के सभी कर्मचारियों के लिए नए सिरे से मेडिकलेम योजना लागू की जाएगी. साथ ही प्रत्येक कर्मचारी के मासिक वेतन में पहले साल कम से कम १ हजार से ३ हजार ५०० व दूसरे वर्ष १ हजार ८०० रुपये की बढ़ोतरी होगी. इस करार की समयसीमा दो वर्ष की होगी. यह ३१ मई २०१८ को पूरी होगी. एसएनडीएल की ओर से करार पर मंजीत कोचर व संजय परिहार ने, जबकि फेडरेशन की ओर से मोहन शर्मा, सीएम मीर्य, नितिन शेंडे, सचिन कालबांडे, रजनीकांत बनकर व वेतन चौहान ने हस्ताक्षर किए.

राष्ट्रीय ऊर्जा बचत दिवसानिमित्त जन



। नागपूर : एसएनडीएल नागपूर

प्रमुख व्यावसायिक सोनल खुराणा,