



SANJEEV ARORA

+91 9871160786

arosanjeev@gmail.com

linkedin.com/in/sanjeevarora-hr

NCR / North India

SENIOR HR & PLANT HR LEADER | INDUSTRIAL RELATIONS | COMPLIANCE | HR OPERATIONS

Result-oriented and hands-on HR Leader with **22+ years of experience** across manufacturing sectors including electrical equipment, textiles, garments, furniture, export-import, and accessories. Proven expertise in plant HR, statutory compliance, industrial relations, talent acquisition, HR operations, and workforce management. Strong track record in setting up HR systems for new plants, handling crisis situations, managing unions, and driving employee engagement and retention.

CORE COMPETENCIES

- Plant HR & Factory HR Operations
 - HR Generalist Functions
 - Industrial Relations & Union Handling
 - Statutory & Legal Compliance
 - Talent Acquisition & Workforce Planning
 - Compensation & Benefits
 - HRMS Implementation (Keka, Savior)
 - Employee Engagement & Retention
 - Disciplinary Proceedings & Domestic Enquiry
 - Payroll & Time Office Management
 - HR Policy Framework & SOP Design
 - Government Liaison & Compliance Audits
-

PROFESSIONAL EXPERIENCE

Factory Manager — AHUJA RADIOS, Noida

Sep 2024 – Present

Manufacturing – Public Address Systems

- Leading factory HR and administrative operations
 - Managing workforce planning, compliance, and plant administration
 - Overseeing employee discipline, attendance, and statutory adherence
 - Supporting production leadership with manpower and IR matters
-

Head – HR — Hindustan Tapes Pvt. Ltd., Madhya Pradesh

Dec 2023 – Sep 2024

Startup Manufacturing Unit – Electrical Wire Tape

- Set up complete HR systems and processes for new manufacturing unit
 - Designed HR policies, payroll structure, and compliance framework
 - Led end-to-end recruitment for plant and technical workforce
 - Established statutory compliance and licensing structure
-

Plant HR Manager — Aero Enterprises, Sonipat

Mar 2016 – Nov 2023

- Managed end-to-end plant HR operations for export manufacturing units
- Handled large blue-collar workforce hiring and retention
- Led employee coordination and industrial relations matters
- Conducted disciplinary actions, domestic enquiries, and legal follow-ups
- Ensured PF, ESIC, Bonus, Gratuity, CLRA, Factory Act compliance
- Implemented employee engagement and attrition control initiatives
- Managed compliance audits and third-party inspections

Manager – HR & Admin — FCML Distributors Pvt. Ltd., New Delhi

Apr 2008 – Feb 2016

- Led HR and administrative functions for multi-location operations
 - Built structured recruitment and onboarding systems
 - Implemented performance review and increment frameworks
 - Managed payroll, attendance, and overtime systems
 - Coordinated training and leadership development programs
-

Assistant Manager – Personnel & Admin — Superhouse Ltd., Noida

Nov 2006 – Mar 2008

- Managed personnel and statutory compliance for multiple units
 - Supported IR matters and employee grievance resolution
-

Incharge – Personnel — Mac International, Noida

Jun 2002 – Oct 2006

- Managed recruitment, attendance, compliance, and workforce records
 - Supported in IR matters and export manufacturing HR operations
-

KEY ACHIEVEMENTS

- Successfully established HR systems for multiple new factories
 - Led mass hiring for plant startups and expansion phases
 - Managed statutory compliance audits with zero major non-compliance observations
 - Handled union interactions and disciplinary cases effectively
 - Streamlined payroll and overtime processes aligned with labour codes
 - Reduced attrition through engagement and retention programs
-

STATUTORY & LEGAL EXPERTISE

- PF, ESIC, LWF, Bonus, Gratuity
 - Factory Act & CLRA Compliance
 - Labour Law Returns & Registers
 - Pollution Control & Fire NOC
 - Government Inspections & Liaison
 - Court Case Follow-up (Delhi / Noida / Sonipat)
-

HR SYSTEMS & TOOLS

- HRMS: Keka, Savior
 - Job Portals & Hiring Platforms
 - Payroll & Attendance Systems
 - Compliance Tracking Systems
-

EDUCATION

PG Diploma — Human Resource Management

Amity University, Noida (2008–2009)

MBA — Marketing & IT

UPTU Lucknow (2000–2002)

Bachelor of Arts

MJPR University, Bareilly (1998)

PERSONAL DETAILS

Date of Birth: 30 June 1978

Notice Period: 30 Days