

VINEET SINGH RANA

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High Impact Human Resource Management & Industrial Relations Professional Manager-Personnel & Administration with **over 22 years** of experience in mastering HR situations, highly knowledgeable in a wide variety of professional disciplines and an expert at implementing employee welfare policies; targeting senior level assignments in **HR Management, Statutory Compliance, Administration and Industrial Relations** with an organisation of high repute.



Profile Summary

- Designed & implemented **holistic HR strategy** to meet short-term & long-term business challenges
- Completed **Executive Development Programme in Labour Laws for Managers** from XLRI, Jamshedpur
- **Established end-to-end Operations & HR Department of Mundra Plant** at Oriental Carbon & Chemicals Ltd. right from obtaining necessary licenses, sanctions, approvals & registration from various government departments for smooth project execution, setting up office, ensuring compliance with local laws & SEZ rules, recruitment, administration, and so on
- **Directed industrial relations activities** of the organization; designed & implemented policies for employment, compensation, labour relations & employee services as per company objectives, government regulations, and labor contract terms
- Experience in **contract labour management**, budgeting, calculation of contract labour cost, verification of contractor bills, and staff grooming & deployment
- Resourceful in liaising with Government Bodies, Labour & Municipal Authorities for ensuring adherence to statutory compliances with strong knowledge of Labour Laws like PF, ESIC, CLA, WC, MLWF, Minimum Wages Act, and so on
- Championed the **development, implementation, evaluation & modification of administrative policies** & procedures to optimize resource & utilize capacity across various functions
- Supervised the launch of **numerous employee welfare / engagement** to increase employee drive and commitment

Core Competencies

*Human Resource Management
Liaison & Coordination
General Administration*

*Statutory Compliance
Performance Appraisals
Recruitment & Training*

*Industrial Relations
Compensation & Benefits
Team Management*

Organizational Experience

**Since July' 25 with KLJ Petroplast Ltd (KLJ Group), Jhagadia, Gujarat as
Asst. General Manager- HR & Admin**

Key Result Areas:

- As an HR Head, responsibilities include planning, implementing and evaluating employee relations and human resources policies, programs, and practices. Responsible for end-to-end employee lifecycle at plant and administrative related activities at plant.
- Leading complete HR & Admin function for plant operations with workforce strength of 1200+ workforce
- Maintain work structure by ensuring hiring, engagement and on-boarding of the best talent. Ensure completion of the on-boarding process for all employees and contractual workers at plant
- Driving performance appraisal system for workers and staff
- Lead all efforts for Talent Development and Learning: Plan, collaborate & execute all training needs of employees on site. Prepare employees for assignments by establishing and conducting orientation and training programs. (Internal and external programs).
- Responsible to ensure HR legal compliances by monitoring and implementing applicable statutory Laws, maintaining records and representing the Organization at various Associations related to Human Resources.
- Supervise Payroll, Leave Management System and Time office activities of 750+ employees
- To ensure high morale and satisfaction with the pay and other benefits & facilities. Ensures cost effective utilization of Contract labour and maintains harmony across all unions at the various units. Maintains a strict and harmonious work culture by balancing the internal and external people mindsets to work, to maintain continuity in production and minimize idle time due to labour unrest

Key Achievements

- Implemented HRMS system for attendance and payroll automation.
- Reduced employee attrition by 4% through engagement initiatives
- Implemented efficient employee grievance redressal mechanism by initiating HR APKE DWAR

Apr'24 - Jun'25 with UltraTech Cement Ltd (ABG Group), Jafarabad Unit , Gujarat as Dy. General Manager- Admin/Security/CSR

Key Result Areas:

- Handled additionally role to managing contract labor management, statutory compliances and Industrial Relations /Welfare
- Ensure Zero theft, loss prevention and smooth gate operation. To assess the Security and fire threats in plant, mine, colony & to adopt the mitigation system.
- Handling Disaster management Active support during restoration of plant. Take up project to optimize manpower utilization.
- Liaising with district & state police authorities, other companies, Govt. Authorities for maintaining cordial relations; coordinating and escorting of key personnel/ VIP's/ VVIPs and other senior dignitaries
- Ensure all required SOPs (routine and emergency operations / functioning) are available in the Security Operation Center and updated up to the last amendments
- To build and maintain strong relationship & Liaisoning with local community, Panchayat all relevant stakeholders internal and external for conducive work environment and smooth Operations.
- CSR visibility in mining villages for long term relationship & build local stake holder with assistance from NGO & Panchayat participation in CSR Projects and building congenial environments with surrounding villages.
- Role out of CSR activities as per corporate guidelines and make sure for 100% budget Utilization and good rapport with local community. Initiate the project for water conservation and livelihood initiatives
- To ensure providing timely quality services to the stake holders & resolving of Admin grievances. - Support to School & Hospital. Support to Logistics, ER & Mines for smooth functioning is also a effective part of responsibilities.
- Responsible for keeping policies up-to-date, meeting the latest standards, and establishing new policies from time to time as more and newer risks are discovered. Identification of hazards and to establish procedures and policies to overcome such situations
- Identification of land for filing Case under Land Grabbing Act and Acquisition of Fresh Land in Mining lease.
- Completing all Legal formalities related to taking Physical possession of Land and Handing over the Land to Mines and Smooth operation of Mines of Existing Mining Lease as per business needs
- Planning, installation and maintenance of CCTV cameras and SAS system installed across the site.

Mar'23 - Mar'24 with Jindal Rail Infrastructure Ltd., Karjan, Gujarat as Sr. Manager-HR

Key Result Areas:

- Responsible as Plant HR Head, supervising modern HR Systems and maintaining harmonious industrial relations among management & workers through efficient administration & resolution of employees' grievances.
- **Handling more than 600 contract workmen** and provide legal statutory compliances for our Contract workforce through follow up with the contractors. MIS pertaining to legal compliance should be updated real time basis.
- **Maintain cordial relations with all statutory authorities.**
- Monitor and complete labour contract close-out, extension, or renewal, as appropriate. Provide Contract labour related issue resolution, both internally and externally
- Maintains payroll information by designing systems, calculations and entering of data for contract employees. Maintain and update Manpower MIS pertaining to Contract workforce to enable managerial review.
- Managing Employee relations & engagement, Talent acquisitions, Training & Development, Compliance, IR issues
- Leading entire administrative activities involving safety, security, housekeeping, purchase / procurement, canteen, transport, communication, horticulture, and guest house for a strong workforce of
- Liaising & coordinating with various departments & local bodies for ensuring smooth administration operations
- Managing the deployment of contract workforce, ensuring statutory compliance & timely returns, conducting audits as per timeliness, maintaining compliance registers and obtaining statutory licenses & renewals

Sep'19 – Feb'23 with Everest Industries Ltd., Dahej, Gujarat as Manager-HR

Key Result Areas:

Employee Relations:

- Foster positive employee relations by promoting open communication, addressing grievances, and ensuring fair and equitable

treatment of employees.

- Implement policies and procedures that promote a respectful and inclusive work environment, free from discrimination, harassment, and any form of unfair treatment.
- Develop and maintain effective channels of communication, such as employee feedback mechanisms, regular town hall meetings, and employee recognition programs.

HR Operations:

- Supervise Payroll, Leave Management System and Time office activities.
- Data/File and Record Management: Retain historical human resources records by designing a filing and retrieval system and keeping past and current records for all future audit purpose.
- Implementation of Performance management system
- Nurture positive work environment. Responsible to lead all change management efforts for the plant in terms of Integration, Harmonization, and various other change management topics.

Learning and Development:

- Collaborate with HR and department managers to identify training needs and develop learning programs that enhance employee skills, knowledge, and career development.
- Oversee the implementation of training initiatives, including onboarding programs, leadership development, technical training, and continuous learning opportunities.
- Evaluate the effectiveness of learning and development initiatives and make adjustments as necessary to ensure maximum impact.

Talent Management:

- Develop and execute talent management strategies, including workforce planning, talent acquisition, performance management, and succession planning.
- Implement effective recruitment and selection processes to attract top talent, ensuring a diverse and inclusive workforce.
- Foster a culture of continuous performance improvement, providing guidance and support to managers in conducting performance evaluations, setting goals, and providing feedback.
- Identify high-potential employees and develop succession plans to ensure a pipeline of talent for key positions.

Contract Labor:

- Ensure compliance with relevant labor laws and regulations when engaging contract labor, including appropriate classification, fair wages, and adherence to working hour restrictions.
- Collaborate with procurement or supply chain teams to establish effective processes for managing contract labor, including vendor selection, contract negotiations, and monitoring performance.

Labor Laws:

- Stay updated on labor laws and regulations applicable to your jurisdiction, ensuring compliance with minimum wage requirements, working hours, overtime, leave entitlements, and other employment-related provisions.
- Provide guidance and support to HR team members and managers to ensure adherence to labor laws in recruitment, compensation, benefits, and termination processes.
- Proactively address any potential legal risks or labor law violations, working closely with legal advisors if needed.

Plant Operations and Safety:

- Work closely with operations and safety teams to ensure compliance with health and safety regulations, creating a safe working environment for all employees.
- Support workforce planning efforts to meet production requirements, optimizing staffing levels and skills alignment.
- Collaborate with cross-functional teams to drive continuous improvement initiatives, enhance productivity, and ensure efficient manufacturing operations.
- By effectively managing these areas, you contribute to a compliant, engaged, and high-performing workforce while aligning HR strategies with the overall goals of the organization.

Administration:

- Canteen Management at Plant and Guest House Management
- Transportation for staff
- Organizing and celebration of functions, parties, picnic and other events for staff and foreign delegates
- Improving internal customer satisfaction for admin facilities as well as efficiency in maintenance of company assets.

Dec'10 – Sep'19 with Saurashtra Cement Ltd., Ranavav, Porbandar, Gujarat as Manager-Personnel & Administration

Key Result Areas:

- **Signed a wage & productivity policy** with substantial increase in plant productivity for contract workmen;
- **Handled 1800+ contract workmen** and their compliances
- **Ensure all statutory compliances basis internal and statutory regulations** on an ongoing basis across labour laws, contract labour engagement, redundancy / lay-offs, infrastructural requirements etc
- Launched **Talk to Me Programme** was a key member measuring employee satisfaction and provided direction to management

for employee relations needs

- Initiated action plans on **controlling absenteeism, OT, welfare and administration costs, man-hour per ton** on productivity, reduction of opportunity loss in production due to slow down, disciplinary issues and so on
- Championed the functioning of employee alignment forums such as monthly face to face meetings, quarterly business communication meetings, annual vision meet and so on
- Pivotal in **maintaining harmonious relations** among management & staff by organizing team-building exercises
- Ensured effective & timely resolution of workmen salary/ bonus related grievances, leading to satisfaction
- **Drafted SOP to ensure controlled labour & wage management of the contract labour** with strict vigilance by facilitating the labor management across the plant
- Improved wages compliance of workmen and **opened more than 800 bank accounts of Contract Workmen within 2 months** in 2015, before the amendment came in 2017 under section 6 of The Payment of Wages Act 1936, for crediting salary in respective workmen bank account
- **Introduced new methods to successfully handle annual plant shutdown** since last 8 years with 100% statutory compliance and facility management to consultants, vendors & workmen

Jan'10-Dec'10 with Oriental Carbon & Chemicals Ltd., Mundra as Executive-Personnel & Administration

Key Result Areas:

- Set up end-to-end operations to establish Mundra Plant right from getting labour license & factory license, land registration, Pollution Control NOC Forms as per Pollution Control Act, and other approvals for starting the factory / plant / machinery
- Developed & implemented HR and IR Strategy for the entire organisation to create culture of performance, emotional involvement & team working
- Liaised with:
 - Local government bodies, labour and municipal authorities
 - Govt. officials like Mamlatdar, Local Police, Electricity Board, Pollution Control Board, Local Govt. Authorities, Sales Tax Dept., Customs Dept., Financial Institutes and other Govt. Officials, and so on
- Updated leave records, muster rolls, absenteeism & late comings and records pertaining to Various Labour Laws
- Maintained healthy relations with people at the Ministry level (State and Central)
- Enforced general discipline in the project site and office
- Designed briefs & presentation, conducted advertisement, meetings / conferences, interviews & selection of candidate, issued appointment letter to selected candidates
- Crafted recruitment plan, posted job requirements on leading job portals and screened responses to collect best employee
- Furnished details of new employees, salary revision, resignations & other relevant information and generated MIS reports
- Coordinated for induction of newly recruited employees into the company
- Conceptualized & implemented HR policies & procedures in alignments of the guidelines of management
- Ensured maintenance & upkeep of organizational assets like office premises, guesthouses, vehicles and estate management
- Negotiated with & built vendors for all administrative services including general purchase (Furniture & Fixture, Maintenance Goods, Stationary, F&B Goods, Office Uniform, & other administrative goods)
- Monitored hotel accommodation, air & train tickets for employees and executed lease agreement for expatriate & company guest house
- Managed housekeeping activities and ensured safety & security of the employees
- Set up large office facilities and guesthouses from the stage of sourcing space till successful commissioning

Oct'07-Sep'09 with Blue Star Limited, Vadodara as Sr. Executive-Personnel & Administration

Key Result Areas:

- Ensured that all workmen were covered under PF, ESI, Minimum Wages and other Labour Laws
- Visited sites located at various places across Gujarat, maintained 100% statutory compliance, checked safety measures and prepared reports on the same
- Trained CBG dealers for getting their own PF & ESI code numbers
- Resolved issues of dealers, contractors & business associates related to statutory compliances
- Attended all court matters (Labour, Civil, Consumer & Prosecution), liaised with advocates and coordinated for drafting of various submissions with RM-HR
- Worked closely with local advocates in consultation with Regional HR for proper court attendance, advise, instructions and meetings, as and when required
- Adhered to vendor compliance under PF, ESI, CLA & WC Act and conducted regular audits
- Obtained labour license for each site where number workers exceeded 10 and ensured compliance of rules & regulations under Contract Labour Act
- Liaised with local government bodies, labour & municipal authorities; ensured filling of statutory challans and returns
- Coordinated with all licensing authorities and renewal of all licenses
- Verified contractors bills for wages & other expenses before making payment to contractors

- Conducted manpower planning, recruitment&interviews of candidates; provided support in recruitment for vacancies at Baroda & Ahmedabad Offices by interacting with local placement consultants and searched resumes through job portals
- Executed campus recruitment of GETs, DETs, Trade and Technicians Apprentices
- Performed induction, orientation & training of newly recruited employees
- Administered preparation of Appointment Letter, Confirmation Letter, Transfer Letter & Employment Letters
- Prepared salary advice on a monthly basis related to queries of branch offices
- Addressed grievances of employees to maintain a healthy work environment and facilitate employee satisfaction
- Ensured timely completion of exit formalities by accurately processing clearance certificate, PF, Gratuity, Superannuation, and so on
- Planned & conducted training programs, selected skilled trainers and collected feedback from trainees to ascertain effectiveness of training programs & ensure greater benefit to the participants
- Provided administrative support including housekeeping activities, safety & security of employees, infrastructure maintenance of branch office, MIS reports preparation, vendor management, and company assets verification & management
- Managed all aspects of facilities such as AMCs, repairs & renovation of facilities, furniture and fixtures, and so on
- Maintained uptime of office facilities such as AC, EPBAX, UPS, General Power Supply, Water Sanitation, Pantry, and so on
- Organized staff meets, birthday meets, picnics, festivals, events and other awareness programs aimed at enhancing the sense of bonding & oneness amongst the employees
- Drove annual health check-up for employees; addressed insurance matters related to employees and coordinated with TPA of insurance company for settling & timely processing of Medicare claims for employees & dependent parents
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Mar'00-Oct'07 with Multimedia Frontiers Limited, Gandhi Nagar as Sr. Officer-Personnel & HR

Key Result Areas:

- Managed IR & personnel administration including wage & salary administration, security, leave & attendance, statutory compliance pertaining to Labour Laws, EPF Act, ESI Act & Minimum Wages Act, filling of statutory challans& returns, liaison with govt. officials / labour authorities, employment & deployment of contract labour, welfare management, and so on
- Provided timely information & feedback to the Plant/Section Heads regarding chronic absentees, late comers, and so on for initiating appropriate actions
- Recorded & processed leave application, transfers, resignation & termination, managed petty cash and disbursed salary to the workers / staff
- Developed manpower forecasts & allocated manpower for different project / work in line with the Head of Department and resolved labour grievances & issues
- Engaged in recruitment & selection including inviting applications through advertisements, manpower consultants & employment exchange, shortlisting candidates, conducting interviews, issuing appointment letters, steering induction&orientations, and recruiting casuals, trainees & apprentices under Apprenticeship Act
- Assessed employee's training needs, prepared training schedules&calendars, drove in-house / external trainings and monitored OJT in coordination with the functional heads
- Delivered administrative support including housekeeping activities, company's transportation, canteen, guest house & garden, security, safety & first aid, conference / hotel arrangement and travel management (reservations / bookings / currency / visa)

Education

- Executive Development Programme in Labour Laws for Managers from Xavier Labour Relations Institute (XLRI), Jamshedpur in 2019
- LLB from Gujarat University in 2002
- Master of Personnel Management from University of Pune in 1999
- BA from Gujarat University in 1997

Extracurricular Activities

- Represented Gujarat University at All India Inter University tournament in Hockey
- Acted as Captain of Gujarat University Hockey Team
- Participated in Hockey at National Level

Personal Details

Date of Birth: 2nd November 1976

Languages Known: Hindi, English, Gujarati and Punjabi

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