**Mani Shankar Jha**

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**SENIOR HUMAN RESOURCE PROFESSIONAL**

About Three decades of experience in Strategic as well as operational HR at plant as well as at Corporate levelfor managing business operations and meeting top / bottom-line objectives, targeting senior level assignments in Talent Aqcuisition /Performance Management Systems/OD interventions /Proactive Industrial Relations/Employee Engagement . Managed critical HR plant affairs as well as contributed to Corporated HR functions during my professional journey.

***At the age of 58 years in October 2023 superannuated from Mother Dairy – Delhi as Dy.General manager –HR was associated since June 2014.On superannuation associated with Creamy Foods Ltd (Madhusudan Brand) from Dec-2023 to June 2024 as Consultant –HR for itsrestructuring of field workforce management.***

**PROFILE SUMMARY& CAREER HIGHLIGHTS**

* **HR professional** with proven work of about **30 years** in **HR Management**, **Proactive Industrial Relation** and **Employee Lifecycle Management** with key focus on talent acquisition, its development &retention, optimal utilization of resources and change management. Expertise in plant as well as corporeate HR functions.
* Expertise in managing difficult situations like **strikes, multiple union, striking balance in Organizational atmosphere in the situation of Inter Union rivalry. Severally managed almost all types of strikes.**
* **Expetise in downsizing the workforce. Downsized acritical project and production site by 400 people.**
* **As on date –Nine times in Career successfully negotiated Long Term settlements with bargaining group.**
* Successfully executed the **project & production requirement** under defined service level agreement in turnaround time with a **team of over thousands of employees** within Three years for a large Green field /startup of world renowned automobile companies. Unlike today, thosewere the days where facilities were limited.
* **Strategy architect** credited with implementation of innovative HR initiatives to streamline processes and capitalize on organizational growth opportunities.
* Institutionalize the **Performance Management Systems**, **Reward & Recognition scheme** in THREE companies of large size.
* In three mid to big sized industries in my career Defined, Structured and Re-Designed the **Compensation and Benefit system** from lower to Apex management.
* Proficient in **spearheading manpower planning & talent acquisition across varied skills, levels and disciplines & maintaining effective employee relations** for improving the competence of the workforce
* **Team-based management style** coupled with the zeal to drive visions into reality as well as achieve the same through **effective mentoring, training and career planning of team members**
* Building and communicating an attractive **Employee Value Proposition (EVP)** for all employees to include robust information on the Organization with three major routes: Defining Objectives, Move together &Making an impact
* Sucessfully coordinated the **Expatriation & Repatriation** of the Talent.

**KEY SKILLS**

***~ HR Strategy & Execution ~Change Management/Automation ~Employee Engagement***

***~Permformance Management Systems ~Talent Acquisition~Compensation &Benefitt***

***~Team Management ~ Proactive Industrial Relations ~ Labour Court matters***

***~ Critical Domestic Enquiries ~Statutory Compliances***

**Key Result Areas:**

**Budgeting & Manpower**

* Strategizing **annual HR plans and manpower budgets**; collaborating with senior management for manpower planning, resourcing, deploying and expansion
* Conceptualizing, implementing and articulating the **organizational policies** for streamlining systems and enabling scalable growth
* Advising the management on **critical issues and employee management trends** through HR metrics and reporting
* Reviewing Compensation and Benefit as maket with the industry to maintain competitiveness among the Talent Pool.

**Strategic Planning**

* Formulating strategic annual business plans and conducting business performance / monthly & quarterly reviews; collaborating with Apex management for successful manpower planning, resourcing and deploying expansion/right-sizing activities within the organization
* Effectively articulating the vision, mission & values and instituting processes to pioneer the alignment of HR polices & strategies with the vision, mission & values

**Talent Acquisition & Management**

* Finding, acquiring, assessing, and hiring candidates to fill roles that are required to meet company goals and fill project requirements
* Steering policies and initiatives for identifying high potential, high performing talent within the organization, while providing accelerated developmental work assignments and training opportunities
* Analysing performance based on various tools such as balance scorecard, identifying top performers and designing reward package to retain talent

**Proactive Industrial Relations / Union Management**

* Establishing two-way formal as well as informal internal communication channel to bring transparency in industrial relations system and liaising with Labour Department and preparing & executing IR policies / procedures along with implementation of the same
* Grivance Redressal - Negotiating and amicably settling issues among the workmen, staff, officersand managers and bringing them to the mainstream of the Organization successfully.
* Ensuring healthy employee-management relations in the organization, by encouraging workers to voice their opinions on common platforms and promoting employee involvement in improvement activities

**Compliance Adherence--**Adrerence to the 100% statutory compliances – responsible for the Board of Directors in

these areas. Managed POSH as internal committee member

**Other Administration Functions :**

* Responsible for smooth management and discipline of aboutan average of 1500 workforcethrough out my career.
* Responsible for canteen, Security and other allied administrationand co-related industrial relation matters.
* Has organized , coordinated and successfully implemented several CSR projects
* Expatriation and Repatriation of Emplotees across the globe

**PREVIOUS ORGANIZATIONS EXPERIENCES**

1. *Mother Dairy – Delhi &Pilkhuwa Unit –since June 2014 to October 2023 as Dy.General Manager -HR*
2. *Talbros Automotive Components, Faridabad-Since Dec2013 to June2014 as Head -HR to Gasket Divison.*
3. *RadicoKhaitan, Rampur (UP) – Since Nov 2009 to Dec 2013 as General Manager – HR*
4. *Triveni Engineering, Noida- Since Oct.2008 to Nov 2009 as Head -HR to Water Business Division*
5. *Datagen Power Services, Gurgaon – Since Aug 2006 to Oct.2008, Head – HR to this business segment , designated as Asstt. General Manager – HR.*
6. *Comau India Pvt. Ltd, PUNE( A Fiat Flagship Co) – Since Aug 1999 to May 2006 as Country Head -HR, designated as Sr.Manager – HR & Organization.*
7. *Hero Honda Motors , Gurgaon – Since June 1996 to Aug 1999 as Officer – HR*
8. *GKNInvel Transmissions, Faridabad, Since Dec.1995 to June 1996as Asstt. Officer*
9. *Phoenix Lamps – Noida (NEPZ) – Since June 1993 to Dec 1995 as Supervisor – Personnel.*

**ACADEMIC DETAILS**

* **Qualified Executive Certification in “HR Analytics” from IIM – Rohtak in June 2022**
* **Post Graduate Diploma**  in **Personnel Management ( Two Years course)** from **NIPM**, Kolkata in 1994
* **LL.B** from Bhagalpur Univesity, Bhagalpur in 1991
* **B.Sc.** from Bhagalpur University, Bhagalpur in 1987

**PERSONAL DETAILS**

* **Date of Birth**: 18th October 1965; Langauageknown – Hindi & English