



Shiv Kumar Mehta
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Curriculum Vitae

Objective:

To give my best to the concerned organization or institution by furnishing my dedicated responsibility with my diligence & full potential. To be an asset to the organization and achieve goals efficiently for the company.

Profile:

I have a good flair for experimenting, developing and discovering new ideas and knack for learning more and more each day. I am enthusiastic and have the ability to understand, motivate and lead. I possess ability to meet deadlines while maintaining the quality of the work. Communicating and coordinating efficiently at all levels is the biggest ability, I have earned and deployed throughout my professional activities. I have 17 years of rich experience in Hospitality, successfully done 3 Pre-openings–DoubleTree by Hilton, Hilton and ITC Fortune Hotel and Multiple New Restaurant opening in Pan India. Since 2013 I am heading HR department and reporting to Unit General Manager/Corporate Office and Owners.

I have great exposure in pre opening set up's in hotels and Restaurant openings. During my 17 years of exposure, I have Prepared and implemented SOP's and Policy as per the state law and operations needs to run the smooth operations. Submission of Standing order. Worked in various payroll& attendance software (IDS, Prism, Ewit, Saral Pay Pack, Star Link,HRIS) and recruitment software (Taleo, Naukri. Prepared annual HR & Training budget, manpower planning, vendor Management, Handle domestic enquiries, Employees succession planning, employee life cycle process, analysis of exit interview. During pandemic handled layoffs and retrenchment process. Worked very closely with corporate leadership and unit leadership as Business Partner and involved in strategic planning and decision making. Handled the maximum 15 no. team size.

Professional Qualifications:

- MBA in HR from Sikkim Manipal University (2012).
- Certificate Course in Computer Application from C.C.I

Academic Qualification:

- Graduate (Bachelor of Arts) from Delhi University (2004).

Top Skills

- Talent Acquisition
- Employee Engagement
- HRIS
- Performance Management
- Strategic Planning

DoubleTree by Hilton Gurgaon from November, 2018 till October 28, 2020 as HR Manager.

- Provide proactive HR consultancy to Business Heads and other senior stakeholders, regional stake holders in execution of business strategy.
- As an effective business partner, work closely with the business heads and their management teams to understand, anticipate and provide solutions on people matters
- Work proactively with businesses in people development, performance management, retention, and succession planning and employee satisfaction to ensure success of business initiatives
- Talent Acquisition- Acquiring the right talent internally and externally, partner with Talent Acquisition Team to ensure right talent acquisition & deployment. Conducting psychometric testing for key positions. I was using Taleo software for recruitment.
- Employee Relations- Manage employee relations scenarios, embedding of DoubleTree by Hilton culture in frontline- Partner with Employee Relations on disciplinary issues, grievance redressed.
- Maintenance of an integrated working relationship with Regional and Global HR and Business Management teams. Worked with regional and global partners on implementation of global projects and initiatives to ensure overall alignment.
- Develops company plans for hiring, retention and motivation of all personnel, including senior management staff
- Attendance / Payroll Management by using (Starlink software)
- Statutory Compliance and Liasioning with Government Offices
- Performance Management System and Career Succession planning
- Participated in AON salary survey
- Preparing HR and Training Budget
- HRMIS and HR and Training Audits
- Monitoring day to day Training Activities and Mock Audits
- Day to day Administration Activity

Clarks Amer, Jaipur from December, 2017 till September 2018 as HR Manager.

- **Achievement: Got Best Employer Brand in Six months in Rajasthan.**
- Work closely with Ownership & the business heads and their management teams to understand, anticipate and provide solutions on people matters.
- Talent Acquisition (Naukri Software)
- Attendance & Payroll Management (IDS)
- Statutory Compliance and Liasioning with Government Offices
- Performance Management System
- Monitoring Training & Development
- Handling of team size 4 no.

Lite Bite Foods Pvt. Ltd. Corporate Office, Gurgaon from January, 2016 till December, 2017 as Human Resources Manager.

- I have done Multiple Restaurant Opening (Fine Dining Restaurants/Quick Service Restaurants/ODC's Event and Institutional Catering).
- Manpower & Payroll Planning according to new outlet setup
- Talent Acquisition by using (Naukri portal)
- Statutory Compliance and Liasioning with Government Offices
- Compensation & Benefit, Leave Management (Saral Pay Pack)
- Preparing HR Annual Budget
- Handled Domestic enquiry
- Performance Management System
- Conducting Campus Interviews

- Monitoring day to day HR and Admin operations
- New Joiner's Orientation
- Employee Welfare
- Handling of team size 15 no.

Certification

- Attended One Day Training Session "Emotional Intelligence"
- Attended One Day Training Session "Competency Based Interviewing Skills"

The Grand New Delhi from July, 2015 till December 2015 as Human Resources Manager .

- Got Leadership Excellence award for the month of September 2015.

Fortune Inn Grazia, Ghaziabad from September 2013, till June, 2015 as Human Resources Manager (HOD).

- Preopening setup
- Submission of Standing Orders in Labor office.
- Manpower Planning and an explicit workforce planning strategy, linked to the organization strategic and planning efforts.
- Position the workforce organizationally to meet its mission and goals.
- Recruitment & Selection, Sourcing through advertisements, campus hiring, Company website and employee referrals.
- Fulfilling the joining formalities including the appointment letters, welcome Kit, welcome circular, Introduction, Confirmation letter, etc...
- Employee induction program and providing job description to new joiners.
- Conducting Exit interviews for associates existing in the organization.
- Analyzing the exit interviews to derive an analysis hence allowing an insight to the various underlying issues that can be worked upon from the organizations point of view.
- Overlooking the documenting Full and Final settlement process and auditing the same.
- Prepared HR Policy, HR Manual and Employee Handbook/SOPs.
- Employee Engagement & Employee Relations
- Conceptualize and deliver Reward and Recognition program every month.
- Plan and coordinated the Monthly activities.
- Compensation and Benefits Administration and Managing the attendance and leaves, Processing of the monthly payroll through the in-house IDS software.
- Involves benchmarking salaries across Organizations in Industry.
- Performance Management

Radisson Blu, Ghaziabad from September 2012, till August 2013 as Assistant Human Resources Manager.

- Talent Acquisition by using (Naukri portal)
- Statutory Compliance and Liaisoning with Government Offices
- Payroll Management (Prism Software and Ewit Software)
- Performance Management System
- Conducting Campus Interviews
- Monitoring day to day HR operations
- Handling of team size 3 no.

Worked total 9 years with Eros Group

Hilton/Doubletree by Hilton, Mayur Vihar, Delhi (Pre Opening Team Member) from December 2010 to September 2012 as Executive – HR.

- Liaison with recruitment agencies and hotel schools
- Handle end to end recruitment process by using Taleo software.
- Taking Care of MSI (Management Standing Instructions)
- Coordinating Employee Welfare Activities (Birthday Bash , Festival celebrations , Monthly activities , Carom , chess, badminton competition)
- Preparing of monthly reports, analysis and statistics for the Employee.
- Manage the on-line recruitment through the Hotel Web Site
- Conduct exit interviews and provide feedback on reasons for turnover
- Ensure Staff and Manager awareness of HR Policies and procedures
- Handling statutory compliances (Employment exchange ,Minimum wages , PF , ESIC, Equal remuneration act and Maternity act returns)
- Assist line managers in the recruitment, induction, training, development, and succession.
- Works with Training Manager or designate to Co-ordinate training such as:
- First Aid Courses, OH&S, Workplace Rehabilitation courses.
- Issue invitations to attend internal and external programs
- Maintain records of training attendance
- New Joiners Orientation

InterContinental Eros from December 2003 and transferred to Mayur Vihar from InterContinental Eros (IHG) in the month of December 2010 as a pre-opening Executive - HR.

- Oct 2010: Promoted as Executive - HR in Human Resources
- Jan 2010: Promoted as Sr. HR Supervisor in Human Resources
- July 2007: Promoted as Supervisor in Human Resources
- May 2006: Promoted as Personnel Assistant in Human Resources
- April 2004 : Promoted as Administration Assistant

Achievements

- Received 5 times nominations for “Star of the Month” award
- Received GM Commendation certificate

Self-Development Programs

- Attended Supervisory Development Program (SDP).
- Attended Management Program Program (MDP).
- Attended “You Bring to Life” session by IHG
- Done 3 days Leadership workshop at Hilton Garden Inn- Saket.
- Done Performance Development Workshop.

Personal Information:

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| Father’s Name | : Late Sh. Inder Sain Mehta |
| Date of Birth | : 3 rd December 1979 |
| Marital Status | : Married |
| SKYPE ID: | : shiv.mehta11 |
| LinkedIn : | : https://in.linkedin.com/in/shiv-mehta-90964823 |

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