

DHANANJAY DALVI

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Phone: +91-9820805205 Tel. (Res.): 022-25416256



HR PROFESSIONAL

Collaborative Executive Leader, People Manager

Defining HR strategies consistent with business challenges and implementing robust HR processes

PROFILE SUMMARY

A competent professional **with 20 years experience** in devising and effectuating HR, **Policies, Systems, and Practices**. Ensures smooth running as well as enhancement of global centralized HR process, operations with a proven track- record of establishing HR processes from the germination level. Aligns & leads the workforce to help achieve **Strategic & Operational Goals, Spearhead Talent Acquisition, Recruitment, Onboarding and Skill Management** including **Up-skill & Cross-skill, and Learning**.

Devised and monitored key metrics for recruiting effectiveness and built systems of accountability for talent acquisition through Scorecard. Collaborated with **Internal Clients, Creative Teams, and agencies** to design a recruitment brand to differentiate from the competitors. Proficient in handling **Performance Management Programs**, expertise in undertaking periodic **Performance Reviews and Appraisals, Succession Planning, Developing Career** programs to incorporate Units & Sites.

Demonstrates Corporate-level **Learning and Development Curriculums, Reviews Development outlines** (training plans and calendars) as well as determines appropriate **Instructional Methodologies**. A people **Strategist** and a **Situational Leader** efficient in evolving a culture for motivating employees & creating an excellent corporate work environment. Proficient in reviewing **Compensations & Benefit plans, Reward & Recognition schemes** and **HR policies in Compliance** with labor & administrative laws.

CORE COMPETENCIES

Human Resource Planning
Employee Relations
Learning & Development

Talent Acquisition and Management
Performance Management
Statutory Compliance

Succession Planning & Development
Change Management
Stakeholders Engagement

ORGANISATIONAL EXPERIENCE

April' 2023 till date **Accupack Engineering Pvt. Ltd., Navi Mumbai – General Manager HR & Admin**

- Plan and Drive Talent Acquisition Strategise across the organization.
- Review and Update existing HR policies with Current industrial practices and Trends.
- Review and streamline Statutory Compliance for Organization and Vendors.
- Plan, Introduce and Drive structured PMS across the organization.
- Carried out Employer Branding, by Introducing Accupack Engineering as an employment opportunity for ITI, Diploma, and Technical Gradutate students.
- Introduce Development Culture and Program across the Level and Organization.
- Introduced Training Module for development of ITI and Diploma Apprentices.
- Introuce the concept of Developing New Leadership.
- Review the Fire safety system of the organization and close the open gaps.
- Introduce the Concept of Safety at work across levels.
- Introduce a Safety Culture in the organization.
- Develop new process for documentation for Facility management functions.
- Attend Government notices and bring in closure for the open points.
- Represented the organization at Various Court Cases.
- Liaison with Government agencies.

Dec' 2020 till April 2023 **Disha Careers , Thane – Human Resource Consultant (Partner)**

- End to End HR Solutions (Talent Acquisition, Developing Process and Policies Data Management).
- Talent Development for Loss Prevention Agents for Retail Giants .

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- Compliance Audits for Small and Medium Small Enterprise.

May'2019 to Nov' 2020 John Cockrill India Ltd. (Erstwhile CMI FPE), Talaja, - Asst. General Manager Human Resources & Administration

- Managed HR & Administration for Talaja and Hedavali (Khopoli) Plant.
- Drive Talent Acquisition and Development at the Plant level.
- Initiated PMS & KRA across Plant Level employees.
- Managed Statutory compliance of both the Plants and Contractual employees.
- Member of the Internal Complaint Committee for (POSH).
- Represent the Management in Reconciliation meetings at the Labour office and Court Cases.
- Represented HR & Administration department for Internal Audits and ISO Audits
- Manage the ITI Apprentice Training plan and their periodic assessments.
- Initiated HR and Administration Budget.
- Managed the Plant Facility system.
- Streamlined and developed processes for the functioning of the Security Department.
- Managed the Physical and Electronic Security systems of the Plant.
- Key member to plan and execute safety measures to handle the Pandemic situation.
- Liaison with Government Departments (Police, MIDC) Local Governing Bodies (Gram Panchayat).

Sep'2017 to April'2019 ADLABS Entertainment Ltd. Mumbai and Khalapur, - Head Human Resources

- Played Instrumental role in setting HR processes and systems at Head office and Theme Park.
- Managed manpower size of 1400 on-role and 600 contractual employees
- Restructured the Internal Complaints Committee and developed a process for conducting disciplinary proceedings.
- Built & charted a Rewards and Recognition program for all employees.
- Represented the department during the Internal and External Quality Audits (Mystery Audits).
- Strategized the plan for creating a Training Institute (Skill Development Project) in aiding the creation of a future talent pool.
- Successfully closed the long-pending ESIC issue for Adlabs Entertainment Ltd. & Adlabs Films Ltd.
- Represented the organization at the Labour court.
- Introduced E-Learning module, Goal Setting, and KRA and Performance based Variable Pay scheme .
- Structured the Statutory Compliance processes for organization and contractual employees.
- Liaison with Government Departments (Police, MIDC) Local Governing Bodies (Gram Panchayat).

From Jan'2013 to Aug' 2017 Hiranandani Healthcare Pvt. Ltd (Part of Fortis Healthcare Pvt. Ltd.), Navi Mumbai, Head Human Resource.

Role:

- Managed 156-bed Multispeciality Hospital with 1000 plus on-role employees and 200 contractual employees
- Core Member for Selection and On-boarding of Clinical and Non-Clinical Employees.
- Designed and rolled-out engagement activities across levels.
- Implemented Structured processes to bring efficiency to HR operations (Payroll Operations).
- Drive KRA's and PMS for the entire Unit .
- Structured Compliance process for Unit and Contractual employees.
- Addressed Employee Grievances and Maintained harmonious ER within the organization.
- Executed the Internal Complaint Committee.
- Represented HR department for Internal and External Audits(NABH).

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- Liaisoning with Government Departments (Police, Labour , ESIC) and Municipal Corporations.

PREVIOUS ASSIGNMENTS

From Oct'2010 to Dec' 2012 CMI FPE Ltd., Taloja – Manager Human Resources & Industrial Relations

From Oct'2007 to Sep'2010 Piramyd Retail Ltd., Mumbai - Assistant Manager Human Relations

From Sep'2006 to Sep'2007 Go Airlines (India) Pvt. Ltd., Mumbai, - Manager Human Relations

From Dec'2004 to Sep'2006 JSW Steel, Mumbai, - Junior Manager Human Resource & Administration

From Mar'1999 to Nov'2004 Essar House Ltd., Mumbai - Senior Executive Facility, Security & Fire Safety

From Sep'1994 to Feb'1998 East India Hotels (Oberoi Hotels), Mumbai - Security Assistant

EDUCATION

- Post-Graduate Master's Degree in Human Resources Management (Three Years Part-Time) from Prof. Welingkar Institute of Management Development & Research, Mumbai in 2008.
- Bachelor of Arts (History) from R.N. Ruia College, Mumbai University in 1994.

PROGRAM ATTENDED

- 15FQ+ Virtual Certification Program 2020.

OTHER ACHIEVEMENTS

- Served as Panellist for CET of Welingkar Institute of Management and Research.
- Gold Medallist in Kumite (Shotokan Karate), JKA Maharashtra Open Tournament, Mumbai.
- Received Bronze Medal, twice in Athletics at Mumbai University
- NCC "B" & "C" Certificate Holder
- Commanded the Ruia College NCC unit in 1993 – 94 as Senior Under Officer

PERSONAL DETAILS

Date of Birth: 27th June 1972

Languages Known: English, Hindi, Marathi

Present Address: A/20, Laxman Nagar Sty, Near Aradhana Theatre, Thane-400602, Maharashtra