

# DHANANJAY DALVI

E-Mail: dhananjaydalvi5003@rediffmail.com

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 Graduate students.
- Introduce Development Culture and Program across the Level and Organization.
- Introduced Training Module for development of ITI and Diploma Apprentices.
- Introduce 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.
- Liaision 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), Taloja, -  
Asst. General Manager Human Resources & Administration**

- Managed HR & Administration for Taloja 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: 27<sup>th</sup> June 1972

Languages Known: English, Hindi, Marathi

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