



## PARUL GUPTA

Born on 26<sup>th</sup> January, 1980

## MANAGER-HRD- CORPORATE & PLANT- HR

### CONTACT -

Flat No-18G, Pine Homes, Block-C, Dhakoli,  
Zirakpur-140603

CELL: 8283829018

Email- [parulsharma1289@gmail.com](mailto:parulsharma1289@gmail.com)

### PROFILE

Self-motivated and result oriented HR professional with 16+ years of diversified experience of working with Indian Pharmaceutical formulation units, renowned automobile dealership and currently working with reputed third party manufacturer of Hindustan Unilever personal care and Home care products under FMCG/consumer Goods category having its operations in India at Baddi and Dhule and in the neighboring countries like Sri Lanka, Nepal and Philippines. I had worked in their corporate office at Elante Offices building, Chandigarh for 5 years and currently for the last one year handling plant-HR along with corporate role.

### OBJECTIVE

To be successful HR professional who seek assignments in Human Resource Management & IR, General Administration and corporate role with a leading organization of repute by maintaining high standard of Integrity, Harmonious Industrial Relations, discipline & adaptable to all situations & environment.

### SKILLS

#### **Human Resource Management,**

Industrial Relations (IR)~ General Administration and Personnel ~ HRD ~

#### **Performance Management System -**

drafting of Jds role wise and creating Goal-sheets or score-cards for performance based salaries or annual increments.

#### **Manpower Planning-** Standard approved

Manpower ~ Actual ~Gaps analysis~ available budget~ Approval on Manpower Requisition

#### **Recruitment, Selection-** Internal Source of

recruitment ~External Source of recruitment ~Available Pool~ Internal Job Transfer~ Solicited Application~ Promotions ~Job Consultants~ Job Portals

#### **Training & Development-** In VUCA world,

transformation is imperative ~ Development of skills & talent of employees by utilizing In-house available resource or by arranging outside trainer, motivator or facilitator.

#### **General Administration-** Security, Canteen,

GHK & Uniform administration

#### **Statutory Compliances-**

People skills, negotiations, Persuasion key role played in 3p and P2P ~ costing, & controls. Enabling trust and accountability, relationship building, autonomy.

#### **Leadership Problem solving,** across cross- functional teams (CFTs),

Maintaining collaboration with the other functional departments of the organization

#### **Personal Touch, People management and documentation efficiency**

Hands on experience in maintaining documentation required in smooth functioning and legal mandatory requirement as per applicable acts, compliances and audit requirement.

**Team spirit & effective Leadership-** Believes in paternalistic leadership style over authoritarian style.

**Vision, Mission & Value Ethics-** Promote company's culture and ideology based on Vision, Mission, and Values & Ethics.

#### **Designing of HR policy Manual and standard Operating Procedures-**

Responsible for designing and re-drafting of HR & related policies and SOP's as per requirement of the company and ensure their implementation in letter and spirit.

## WORK EXPERIENCE

---

**Jan 2017- Present**

### **R.M Chemicals Pvt. Ltd – HEADQUARTERED IN CHANDIGARH & BADDI**

**Manager-HRD (Corporate) – Looking after central corporate HR & Administrative affairs of Baddi, Dhule ,Philippines, Sri Lanka, Nepal.**

**RM Chemicals is a strategic business partner with Marquee player Unilever for over 25 years. A recognized name in Large Scale contract manufacturers in FMCG space catering to 3 broad categories: Home Care (HC), Beauty & Personal Care (BPC) and foods & Refreshments (F&R). Contract manufacturing based on 2P or 3P models. Company has huge established manufacturing facilities in India, Foraying into New ventures, also marking footprints across global geographies.**

#### **In India Manufacturing Locations:**

**In Baddi (Himachal Pradesh) – Homecare & Personal care products**

- Manufacturing Home care Brands - Detergent Powder – brands-**SURF EXCEL – QUICK WASH, TOP LOAD & FRONT LOAD & RIN POWDER.**
- Personal care Brands – Toilet Soaps - brands **LIFEBUOY, MOTI, LIRIL, LUX VELVET GLOW.**

**In Dhule (Maharashtra) – (Detergent Powder & Bars)- Mass Market Brand- Brands- **WHEEL BAR, RIN BAR & WHEEL POWDER.****

#### **Overseas Manufacturing Operations:**

##### **SRILANKA – MANUFACTURING OF FOOD PRODUCTS**

Health Food Drinks-Brands-**HORLICS & VIVA.**

Interim (Cube) Brands-**KNORR**

& Marmite

**PHILIPPINES (Cabuyao) - Detergent Powder – Brands – **SURF & BREEZE POWDER.****

**NEPAL (Hetauda) - Manufacturing Mass Market brand – Brands-**WHEEL POWDER, OK LAUNDRY & VIM BAR.****

## **KEY RESPONSIBILITIES & ACHEIVEMENTS IN R.M CHEMICALS PVT. LTD.**

---

- Promote company's culture and ideology based on Vision, Mission, and Values & Ethics.
- Responsible for designing and re-drafting of HR & related policies and SOP's as per requirement of the company and ensure their implementation in letter and spirit.
- Responsible for timely recruitment of vacant senior positions ensuring the selection of right resource by following the company laid guidelines.
- Coordination with GM's and Plant HR's for necessary arrangements for newly joined senior official and sharing relevant documents and details timely for initial adaptability and settlement and smooth continuance of operations.
- Responsibility for sharing of JD's, Goal-sheets and it's SOP with newly joined Managers and Executives and train them on PMS parameters and their KPI's and KRA's. Procurement of Goal-sheets from GM's across location every quarter to be shared with Management committee.
- Responsibility of getting the criteria drafted of Performance Based Salary-KRA's and KPI's of all HOD's of and got the same approved from Management Committee.
- Responsible for getting the PBS-Performance Based Salary sheet quarterly from all HOD's, review them and get the same approved and finalized from the respective line director.
- Responsible for handling Group Gratuity Policy and Insurance Policy Premiums- Regarding monthly payments of premium of Term and endowment/annuity/saving Plans procured for Managers and Executives completed 10 years of their services with RMC.
- Responsible for discipline, decorum, administration- uniform, house-keeping, canteen & security administration of office and its related activities- circular, policies, SOP's drafting for smooth working. Liasioning with the Elante Officials for improvement in the facilities and their services. Concerns related to CAM- Common Area Maintenance etcetera.
- Playing the role of coordinator between plants and management Committee. Coordinate VP/GM-Operations and functional heads for retrieving necessary information required for decision-making by MC.
- Responsible for making end to end arrangement for company's Annual Team leaders Meet every year.

- Drafting of new policies or making amendment in the existing ones from time to time as per RMC plants/office requirement and get them approved from management committee.
- Report to the management committee on variance/ deviation in any HR policy across plant.
- Implementation of new HR initiatives, innovations, ideas, Kaizens, cost-saving initiatives, CSR activities etcetera quarterly for making improvement which will be for the benefit of organization and employees.
- On the assessment of training need by plant senior management and management committee. Training, development and learning initiatives across plants and offices of RMC initiated and planned through central HRD. Maintaining coordination between trainer and the trainees.
- Responsible for keeping employees connected with the company with heart and soul by time to time organizing events, celebration of B'day, festivals, pujas, involved in office decoration on special occasions etc.----CRAFTIG HEALTHY CULTURE & HARMONIOUS WORK ENVIRONMENT

## OTHER WORK EXPERIENCES

- Started Career with **M/s Golden Laminates Ltd.**, Panchkula as Management Trainee-HR from 05.01.2005 to 10.02.2006.
- Worked with **M/s Berkeley Automobiles Ltd.**, Chandigarh as HR Executive and Assistant Manager-HR from 15.02.2006 to 14.07.2007.
- **M/s Associated Biotech**, Baddi as Manager-HR from 16.07.2007 to 11.04.2013
- Worked with **M/s Samson Laboratories Pvt. Ltd.**, Barotiwala as HR Manager from Oct 2013 to February 2015.

## MANAGER-HR & ADMINISTRATION ROLE IN MANUFACTURING PLANT

- Human Resource Planning---HR forecasting, Analyze existing HR, Build HR plan for Short term & long term, Competency Mapping, Job Description, Person Specifications;
- Recruitment--- its Method & Strategies.
- Selection---- Interview methods, Interview Forms
- Hiring Process----Probationary Period, Issuance of Confirmation Letters.
- Induction & Orientation-----New Employee Trainings & Induction Programmes.
- Trainings & developmental activities-----Career development ,Training need Analysis, Job training methods, Management Training methods, Succession Planning, Course check-list, Training methods or processes, Training Effectiveness & Evaluation, .
- Performance Management System
- Proficient in Employees counseling & trouble shooting/grievance handling.
- Drafting of company handbook or policies in consultation with management and reviewing the same.
- Arranging Important Meetings & drafting of minutes & disciplinary circulars.
- Employee Engagement, Quality of Work Life, Stress Management
- Ensuring maintenance of amicable employee management relations in the organization by encouraging employees to voice their opinion on common platforms and inviting suggestions.
- Employee motivation
- Conflict management, Collective bargaining, Employee well-being activities.
- Conducting Exit Interviews,
- Try to maintain a union free status in the organization where I work in.
- Responsibilities for Maintenance and Inspection of Records Related to Factories Act, Employee State Insurance Act Employee Provident Fund Act, Bonus Act, Gratuity Act etc. and other regulations.
- Supervision of Time Office function such as Attendance, Leave records etc.
- Responsible for liaisoning with Labor Department, E.S.I.C, EPFO etc.
- Responsible for All the activities Concerned to Contract Labor Management under CLRA Act. Canteen, Company Vehicle, Security & GHK administration
- Responsible for Salary & Wages Administration.

## ACADEMIC DETAILS

- One year Executive MBA (PGCHRM-20) from XLRI, Jamshedpur in 2015-2016.
- 2 years PGDHRM from Symbiosis Distance Learning Center, Pune in 2004 with 66% marks
- Commerce graduate from Govt. college, Panchkula from 1997-2000 with 61% marks.
- Twelfth class in Commerce from Chaman Lal D.A.V, Panchkula from C.B.S.E with 78% marks.

## IT SKILLS

---

- Done Post Graduate Diploma in Information Technology from Manipal Sikkim University.
- Well versed with of MS Word, Excel and Power Point.

## MORE ABOUT ME

---

- Father's Name Lt. Sh. S.D Sharma
- Mother's Name Smt. Mithlesh Sharma
- Husband's Name Sh. Ashish Gupta
- Husband's Occupation Working as India Supply Chain Head with EPL Ltd., Nalagarh
- Daughter's Name Ms. Anjika Gupta, Studying in Bhavan Vidyalaya, Sector-15, Panchkula
- Date of Birth 26th January, 1980
- Languages Known English & Hindi

## REFERENCES

---

- Mr. Sanjay Jain, General Manager-Administration & Maintenance, Medicef Pharma, Jharmajri, Baddi, Himachal Pradesh, India (M) 09218689011.
- Mr. Rishikesh, Assistant General Manager-Human Resources, M/s Emcure Pharmaceuticals Ltd., Jammu, India (M) 09877001925
- Mr. Harsh Bhardwaj, HR Manager, M/s Carlsberg India Pvt. Ltd., Paonta Sahib, Himachal Pradesh, India (M) 09805295143

## Most Proud Of

---

I have an excellent administrative skills that are not imposed but by virtue of natural instinct and present in my DNA, superb penmanship and articulateness, lucidity and coherence in writing and very clear in my priorities and my goals in life since childhood. There are no clouds or haziness in my vision.

This is the complete HRM framework that is being handled by me for the last so many years of my career span working with different manufacturing industries in and around tricity that defines my job profile with them

## HRM FRAMEWORK

IR	PERSONNEL	HRD
Negotiation & Bargaining settlement	Manpower Planning	Induction
liasioning & public relations	Recruitment, Selection & Placement	Performance Management
compliances with legislations	Promotions	Potential Development
Draft Rules and orders	Transfers	Career Development
Design and Implement IR programs	Separations	Role Analysis
Establish power & status Equation	Wage & Salary Administration	Role Efficacy & Effectiveness
Grievance Handling	Time Management	Succession Development
Absenteeism	Personnel Audits	Feedback
	MIS/Records	Training
	Retention	Mentoring
		Taskforce
		Reward System
		Human Resource Information System