

Tarsem Singh



Targeting challenging assignments in **HR Compliance/Employee Relations/Industrial Relations** with an organization of high reputation preferably in **E-commerce/Any** industry

Location Preference: PAN India/Overseas

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Profile Summary

- A **vibrant performance-driven professional** with **9 years** of rich experience in implementing & driving HR policies, systems and practices
- Engaged in various HR Compliance Audits such as CAD, ISO under several companies worked for; inspections scheduled for Deputy Director of Factory, Labour Commission, Drug Controller, Pollution Control Board
- Rich knowledge in performance appraisal process, designing of employee handbook and policy implementation, legal compliances
- Proven track record of deploying compensations & benefit plans, reward & recognition schemes, HR policies & communicating them across organization at all levels
- Excellent capability to relate to stakeholders' communication in a cross-cultural set-up (Vendors, Consultants Local & Government Authorities, so on)
- Competent at recruitment along with other corporate HR related functions viz. interviews, on-boarding, induction, onsite / inclusivity, advancement planning, redressal issues, communication calendars, exit interviews, so on
- Wealth of expertise entails maintaining effective employee relations with staff across all levels on day-to-day matters through career counseling, role enrichments, feedback sessions & settlement proceedings; enabled / empowered employees to voice their opinions / grievances on a common platform
- Team-based management style coupled with the zeal to drive visions into reality



Raise the bar

COVID-19- ramp up Fulfilment Center- Due to the outbreak of COVID-19 in India and complete lockdown announced by the central government. The site (Del3) operations were also shut for the period of 9 days. i.e., period starting from 22nd March to 1st April, 2020. During this time, No HRBP was available on site, I stood up to the leadership expectations, and engaged a constant touch with the AAs and team. On 2nd April when the FC operations were resumed, I moved my shift physical presence from 48 HC to 350 HC per shift.

Due to COVID restrictions, I was operating with 25% of my bandwidth and most of the time I had to run the show with the virtual support of the HRBP. I scaled-up myself to the level of HRBP and started delivering accordingly. Since, the Site was always ahead of Headcount requirement received in labor management, therefore maintaining SD norms became a challenge at the site. I proposed an idea to move into 4 shift operations which was very well received by the stakeholders. DEL3 was the first FC, which experimented the 4 shift operations, which lately got accepted by rest of the FCs in the region.



Project Drive Journey

Site Name – Del3, Sonipat, Haryana

- Launch of National Apprenticeship Promotion Scheme (NAPS) Launch
- of Diversity & Inclusion
- Launch of Adaptive Labor for Amazon (ALFA)

Site Name – JPX1, Jaipur, Rajasthan

- Launch of Women in Night Shift (WINS)
- WeCare (voice of employees)

Soft Skills

Talent Management

Performance Appraisal

Stakeholder Management

Employee Engagement

Grievance





Academic Details

MBA (HR) from International School of Business & Administration, Chandigarh, Punjab in 2014

Bachelor in Arts, from, Punjab University, Chandigarh, Punjab in 2003



IT Skills

Package & Tools: Windows 98, 2000, XP-2000 & Windows Vista, MS-Office
Software: ARSNet-Win & ACSL, Kronos, HRIS



Career Timeline



Since May'23 working with *Skylark Foods Private Limited, Sonipat, Haryana as Manager-HR*



Jan'16 to Mar'23
Amazon Seller Services Private
Ltd. Business Partner

Feb'13 – Jan'16
Torrent Pharmaceuticals Ltd.as
Admin Assistant

Jan'12 – Feb'13
Akzonobel India Ltd. as Executive
HR

Sep'09 – Jan'12
Hindustan Unilever Ltd. as Sr.
Associate

Aug'05 – Sep'09
Himachal Contractors as HR/Field
Assistant

Key Result Areas:

Executing automated recording of attendance through various punching systems HRIS. Weekly planning of labor ALFA & OT
Assisting the outgoing employees in exit formalities as well as in full & final account settlement
ER assessment program schedule & manage
Redressing grievances of employees & resolving the same; providing counseling to the employees
Enabling & maintaining Performance Appraisal/Performance Management system for the employees
Synchronizing with various authorities in government & private sectors for Bank, ESIC & EPF related issues
Performing recruitment & selection activities such as screening of resumes, short-listing, conducting interviews
Developing training plans for staff & organizing training programs based on the training need analysis to elevate the skills & productivity
Conducting employee engagement activities including organization of various indoor & outdoor events such as medical checkup camps

Responsibilities involved full employee Life-Cycle Management:

- **Talent Management** - Supporting assigned Business Units to scale skills and competencies to deliver on Organization priorities
- **Onboarding & Goal Alignment** – Execution of best practices for developing an onboarding process and goal alignment for new joiners.
- **High Learning and Performance Culture**- Developing a highly robust learning culture aided with SMART goal setting and continuous feedback process.
- **Employee Engagement & Relations** - Ensure that each and every employee is fully committed to the company's mission, goals, and values.
- **Retention Strategies and Attrition Management:** EWS implementation and manage attrition.

Personal Details



Date of Birth: 9th August

Languages Known: English, Hindi & Punjabi

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