Vijay Dhiman
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Chandigarh

An altruistic and dynamic professional reflecting pioneering experience of over more than 13 years in

- Talent acquisition
- Budgeting & Costing
- Employee Relations
- Grievances Handling
- Employee Welfare
- Employee Onboarding
- Event Management
- Training & Development
- Background Vérification
- Talent Management
- Employee Engagement
- Facility Management
- Exit Management
- HRIS
- Performance Management

PROFESSIONAL SYNOPSIS

2015 Master's in Human Resource Management from Arunachal Pradesh University

2013 Bachelor of Arts from Delhi University, India.

- An energetic, ambitious and enthusiastic result oriented professional with Master's in Business administration and rich experience in various aspects of Human Resource & General Administration.
- Ability to multitask, proven to remain calm under stressful situations and enhanced with exceptional eye for detail and organizational skills. Possess excellent planning and prioritizing skills.

LATEST ORGANISATIONAL CONTOUR

Organization: O. P Jindal Global University, Sonipat, Haryana
Function: Office of Human Resources
Role: Human Resources Business Partner
Duration: December 2022 to Present.
Core Competencies: Strategic Business Partnering, Talent Acquisition, Talent Management, Employee Relations, Compensation & Benefits, HR Policies & Compliances, Organizational Development & HR Metrics & Reporting.

Actively managing core areas of the HR department for the University with a focus on continuous improvement and functions growth: -

Strategic Business Patterning

- Develop and execute HR strategies that align with the university's long-term vision and mission.
- Act as a strategic advisor to the university's leadership on workforce planning, organizational design, and change management.
- Lead initiatives that support institutional growth, including faculty and staff capacity building, talent optimization, and succession planning.
- Contribute to institutional policy formulation, strategic planning forums, and key decision-making processes.
- Monitor and analyze HR trends and metrics to support data-driven decision-making and continuous improvement.

Talent Acquisition & Retention

- Formulate and implement strategic talent acquisition plans aligned with academic and administrative workforce needs.
- Collaborate with department heads to ensure timely, high-quality hiring of faculty, researchers, and staff.

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- Develop university employer branding and outreach programs to attract diverse and qualified candidates.
- Analyze attrition trends and implement retention strategies including mentorship, growth planning, and internal mobility programs

Employee Engagement & Relations

- Design and execute employee engagement strategies, including ENPS surveys, action plans, and wellness programs.
- Lead conflict resolution efforts and maintain a harmonious work environment by ensuring fair grievance redressal mechanisms.
- Strengthen the organizational culture through values-based recognition and communication initiatives.
- Foster transparent and inclusive communication channels between employees and leadership.

Performance Management & Capability Development

- Drive a performance-oriented culture through structured appraisal systems and Key Performance Indicators (KPIs).
- Align performance management frameworks with institutional priorities and departmental goals.
- Provide guidance on consequence management, including performance improvement plans and disciplinary procedures.
- Conduct exit analysis to gain actionable insights for talent retention and organizational development.

HR Information Systems & Analytics

- Leverage HRIMS to manage the employee life cycle efficiently and ensure data integrity.
- Develop real-time HR dashboards and analytics to support leadership with insights on headcount, turnover, engagement, and productivity.
- Ensure HR data governance, privacy, and compliance with institutional and legal requirements.

Policy Development, Compliance & Governance

- Ensure the consistent implementation and communication of HR policies in alignment with best practices and legal frameworks.
- Conduct regular audits and reviews of HR processes to ensure internal and statutory compliance.
- Guide leadership on labor laws, academic HR regulations, and international faculty compliance (e.g., visas, contracts).
- Draft and present reports to senior management and governance committees on HR impact and risk management.

Learning & Organizational Development

- Conduct institution-wide training needs assessments and implement competency-based training programs.
- Lead the development and deployment of Learning Management Systems (LMS) and digital learning platforms.
- Partner with academic and non-academic departments to deliver leadership development and career growth pathways.
- Promote a culture of continuous learning and innovation through structured development plans.

Organization:	Centrient Pharmaceutical India Private Ltd
Function:	Site Management
Role:	Lead-HR & Administration
Duration:	November 2021 to December 2022.

Core Competencies: Travel management, Event coordination, Project management, Office management, Expense management, MIS, Create expense reports, Handling communications, Visa Process Management, Costing & Budgeting, , Facility Management, Telecommunication, Travel-desk Operations, Transportation Management, Canteen Management, Uniform Centre Management, Horticulture Management, Employee Engagements, Event Management, Office Supplies; Horticulture, Compliances, Manpower Management and other plant admin operations.

To provide administrative support cross functionally managing following area but not limited to.

- **Human Resources:** Develop and implement HR strategies aligned with business goals, manage end-to-end recruitment and onboarding, Lead performance management and employee development, Ensure compliance

with labor laws and update HR policies, Handle employee relations, grievances, and engagement initiatives. And Coordinate training programs and promote continuous learning.

- **Budgeting**: Finalize and monitor budgets, ensure cost controls through MIS.
- **Procurement:** Timely procurement of admin materials, create SAP PRs, coordinate with sourcing, develop local vendors.
- **Transport:** Maintain safe, hygienic transport; optimize company cab and outsourced bus usage; manage cost and fuel efficiency.
- **Guesthouses & Accommodation:** Manage employee guesthouses; coordinate city hotel bookings for new joiners and visitors.
- **Canteen:** Oversee canteen operations, ensure cleanliness, hygiene, and smooth service with no complaints.
  Events & VVIP Visits: Organize venue booking and decoration for events, ensuring timely completion.
- **Communication:** Manage mobile, landline, internet services; handle courier services and data card allocations.
- **Township Administration**: Manage canteen, civil repairs, maintenance, club facilities, and service contracts in the township.
- **Print & Media:** Handle printing of banners, standees, and other media for events.

Organization:	NAFTS Group LLC, Dubai, UAE
Function:	Human Resources and Administration.
Role:	Business Operations Manager
Duration:	October 2018 to October 2021.

Core Competencies: Talent Acquisition, Business Operations, Business Development, Legal Compliance, Public Relations, Visa Process, Costing & Budgeting, FOOP, RAF, 360 Degree Procurement, Overseas Recruitment, Facility Management, Employee Welfare, Employee Engagement, Vendor Management, Telecommunication, Travel-desk Operations, Transportation Management, Cafeteria Management, Housekeeping/Horticulture Management, FPOC, MIS, Other Admin Operations.

Provide strategic and operational support to the Management in developing the core area of HR and Admin of this leading Group's having over 160 Staff & workers in UAE engaged in the business of Construction, Real Estate, On Demand Manpower Supply, and Recruitment.

HR & Admin Key Responsibilities:

- Manage end-to-end local and overseas recruitment, including sourcing, interviewing, offer negotiation, onboarding, and HRIS data management.
- Oversee payroll, employee benefits, visa processing, training, and employee lifecycle updates.
- Prepare monthly HR & operations KPIs, workforce planning, and manpower analysis reports.
- Ensure compliance with HR policies and maintain decorum at office and sites.
- Handle public relations and liaise with government bodies (DP, MOHRE, DED, DEWA, RERA) for office and site requirements.
- Deliver timely and cost-effective administrative and facility management services across offices and sites, adhering to SOPs and SLAs.
- Develop and monitor HR & Admin budgets in coordination with site managers, ensuring spend within budget.
- Manage cafeteria, hospitality, travel, staff accommodations, security, housekeeping, and related administrative services.
- Oversee guesthouse, hotel bookings, travel arrangements, pantry/VIP dining, and MIS reporting.

Organization:	Bolivia Concrete Carpenter Contracting LLC, Dubai, UAE
Department:	Human Resources & Business Development.
Role:	Human Resources and Admin Officer
Duration:	April 2017 – October 2018.

Core Competencies: Planning & Organizing, HR Process, Recruitment, Induction, HR Compliances, , Employee Grievance/Relations, Employee engagement, Payroll, Vendor Management ,Facilities Management, Costing & Budgeting, Travel & Hospitality Management, Event Management, General Site/office Administration, Manpower Procurement, Business Development, Trade Negotiations, Lead Generation, Key account Management, Client Relationship Management, Contracts Negotiations.

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- Manage recruitment activities including advertising, screening, and interviewing candidates.
- Draft various HR-related letters such as appointment, confirmation, increment, warning, and relieving letters.
- Handle payroll tasks including starters, leavers, absences, variable payments, and manual calculations.
- Respond efficiently to employee queries and complaints to enhance satisfaction.
- Develop and run employee engagement programs (welcome emails, birthday celebrations).
- Ensure compliance with HR processes and agreed SLAs.
- Address employee grievances during open houses with timely solutions.
- Support performance management system (PMS) alongside function leaders.
- Manage admin activities including vendor management, facilities, budgeting, travel, events, MIS, fleet, and general office/site administration cost-effectively.

Organization: Al Rakha Group of Companies, Dubai, UAE
Department: HR People Services
Role: Officer- HR & Administration
Duration: March 2015 – March 2017.
Core Competencies: Planning & Organizing, HR Process, Recruitment, Induction, HR Compliances, , Employee Grievance/Relations, Employee engagement, Payroll, Performance Management, Training & Development, Vendor Management ,Facilities Management, Costing & Budgeting, Travel & Hospitality Management, Event Management, Management Information system, Fleet Management, General Site/office Administration, Manpower Procurement, Petty Cash Management.

Provide strategic and operational support to the Management in developing the core areas of Human Resources functions of this leading Group's 6 companies having over 200 Staff in UAE engaged in the business of Construction, Real Estate, Heavy Machineries, Transport, Metal Fabrication, and Building Materials. Total manpower strength of the Group exceeds 2500. Immediate reporting is to HR Manager. Directly supervise 5 staff, Housekeeping, Security & Drivers.

- Proactively managing General Site/office Administration, Petty Cash, Facility Management, Travel & Hospitality Management, Vendor Management, Event Management, Asset Management, Management Information System, Manpower Procurement, Site Procurement, and Fleet Management.
- Playing an active role in blue collar and white-collar recruitment - this includes developing job descriptions, preparing advertisements, CV sourcing, CV reviewing, short listing, arranging Interviews, reference checks, preparing offer letters and mobilizing the new hires. Responsible for Blue Collar Recruitment in different parts of India through external agencies.
- Drafting confidential documentations like salary certificate, NOC Letters, Memos, and Notices.
- Assisting in monthly payroll; Monthly attendance system, leave salary, overtime, deductions, EOS Benefits.
- Handling all employee enquiries & grievances. Negotiating with staff and their representatives on issues relating to pay and conditions
- Organizing and conducting employee engagement activities regularly or on some occasions, getting those approved by senior management and implementing those.

Achievements

- Award for "Serving Customers Value" for acquiring and implementing valuable insights
- Award for having a significant impact on the business for 'Doing the right thing' cost effectively.
- Rewarded & recognized for optimizing & reducing cost 40% of running cost heads by using substitutes without affecting services and efficiency

Organization: Centrient Pharmaceutical India Private Limited
Department: HR & OD
Role: Associate- HR & Administration.
Tenure: January 2013 to February 2015
Core Competencies: Planning & Organizing, Induction, Employee Grievance/Relations, Employee engagement, Training & Development, Performance Management, Vendor Management, Facilities Management, Costing & Budgeting, Travel & Hospitality Management, Event Management, Management Information system & General Administration.

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- Vendor Management, Facilities Management-Repair & Maintenance, Costing & Budgeting.
- Mediclaim & Insurance, Car Leasing, Travel & Hospitality Management, Event management.
- In house & outsourced Transportation, Employee Uniform & Shoes- Procurement & Inventory.
- Gift Management, Telecommunication Management- Mobile, Data Cards, Landlines.
- Management Information System, General Manufacturing Site/office Administration.

Achievements

- Awarded for "Pat on the Back".
- Awarded for Surge -2015 for managing employee internal & external transportation
- Awarded for cost reduction of various function ledgers and minimizing them to 30-40 %

TECHNICAL PROFICIENCY

SAP-ERP, Oracle, ESS, My HR MS Office, Internet Explorer, Beginner Power BI.

PERSONAL MINUTIAE

Date of Birth: 06th December 1987

Languages Known: English, Hindi & Punjabi.

Hobbies: Reading, Wanderlust, Melody

Nationality: Indian

I hereby declare that the information furnished above is genuine and authentic to the best of my knowledge

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