

Resume

VINEET KAUSHIK

Correspondence: H.No.912, Sector-9, Vasundhara, Ghaziabad / Contact: (0120) 2882767/Mob; 9891252798, 9899978910

Career Objective: To achieve organizational and personal objectives by hard work, innovation and sincerity.

Employment History

| Organization | Designation | Duration |
|---|---|----------------------|
| Change Alliance (Wholly Owned Subsidiary of Christian Aid UK & Ireland) | Regional Human Resources Advisor – Asia & Middle East | March 2014 till date |

KEY Responsibilities:

- Ensure effective and credible working relationships with Country HR staff, managers and employees are developed and maintained in Asia & Middle East.
- Support the Country Offices in Asia & Middle East through employee relations - redundancies, recruitment and redeployment, Employee Relations casework and ensure that risk is managed, and local law is complied with.
- Ensure HR policy is interpreted correctly and advice and support is provided to Country HR staff and country managers to practically implement HR policies, procedures and processes, employment legislation and best practice.
- Ensure accuracy of the HR database to inform continuous learning and improvement and, to enable meaningful interpretation of trends related to the labor market, staff engagement/retention, best value of employee benefits and staff wellbeing.
- Ensure effective HR administrative support and high-quality customer service is provided to Divisional and Regional managers in areas such as recruitment administration, on boarding of new starters and exit management.
- Provide strategic HR inputs for formulation and implementation of organizational HR strategy.
- Collaborate with and influence management in delivering change processes
- Travel within the region to understand HR issues and advice and guide Country managers to resolve the same for quality performance.
- Lead the HR support in humanitarian programmes

| Organization | Designation | Duration |
|------------------------------------|---------------------------|-------------------------------|
| Plan International (India Chapter) | Manager – Human Resources | October 2012 to February 2014 |

KEY Responsibilities:

- Lead, oversee and coordinate PAN India manpower planning & recruitment, on boarding, Inductions, and general HR operations.
- Manage and Support deployment of staff in emergency response programmes
- Advise Country Management Team, Sr. Managers and other line managers on policies, good HR practices and other HR related systems and processes for quality & timely decision making.
- Provided management support to Senior Managers and the HR Team.
- Implement global & national HR processes (performance management, employee welfare, employee engagement practices)
- Coordinate and support training and development activities in India
- Implement reward and recognition practices
- Create, Manage & Monitor overall HR budget
- Coordinate internal communications for dissemination of HR initiatives, processes & activities
- Responsible for policy implementation and recommend changes to policies after review
- Review and formulate HR policies & procedure to customize some international policies as per Indian legal framework and with HR best practices
- Liaison with external legal advisor for legal issues related employment laws, critical employee grievance and disciplinary issues
- Network with other NGO's and developed HR policies in the absence of legislation
- Manage & process monthly payroll
- Manage & review staff salary & benefits
- Timely submission of HR reports as per Country, Regional and Global requirements
- Lead and Manage PAN India HR Operations and Administration
- Lead the HR support in humanitarian programmes
- Facilitate implementation of OD initiatives
- Oversee maintenance of HR database and personal records

| <ul style="list-style-type: none"> Responsible for HR Knowledge Management (maintain a database of historic HR processes, systems & policies) Oversee and manage staff exit process | | |
|--|---|-------------------------------|
| Organization | Designation | Duration |
| Room to Read | Country Human Resources Officer | August 2011 till October 2012 |
| KEY Responsibilities: <ul style="list-style-type: none"> Design, operate, coordinate and monitor operational systems for managing necessary human resource functions to implement the approved policies. Review and develop a personnel policy and revise as necessary based on the standard Global Office (GO) / Regional Office (RO) HR policies. Identify labor related legal requirement and government reporting regulation affecting human resource functions. Prepare information requested or required for compliance. Act as a primary contact with the concerned department of the Government with respect to the human resource issues. Update the position description in the organization according to the need in consultation with the respective line managers. Maintain employee database, currently in salesforce.com (HR Database) Develop and maintain human resource information system and utilize and feed information for major human resource decisions in the organization, Establish standard recruiting and placement practices and procedures as suggested and directed by GO/RO, Ensure an appropriate level of human resourcing to meet the existing and anticipated business needs of Room to Read Country Office. Manage contracts of staff hired, follow up with supervisors on probation completion of their team members; renewal or termination of contracts Manage new hires including inductions Process Resignation letters, EOC payments, debrief and exit interviews for staff leaving the Organization. Review, develop and implement effective employee performance management system and train the line managers / supervisors and provide advice and support for performance management issues and assist them in implementing performance appraisal, Coordinate team building activities throughout the organization across the department lines. Formulate / Recommend, implement and monitor compensation and benefit policy and practices to ensure that staffs are rewarded in line with both general market practice and individual performance level. Maintain Employee Relations. | | |
| Organization | Designation | Duration |
| Oxfam GB | Regional Human Resources Officer – South Asia | May 2005 till August 2011 |
| KEY Responsibilities: <p>Recruitment:</p> <ul style="list-style-type: none"> Implementation of HR policies related to manpower planning and recruitment Taking charge of recruitment in major humanitarian scale ups (eg.Tsunami, Earthquake etc). Advice line managers on the interpretation and implementation of Oxfam's HR policies and procedures as required. Drafting and placing adverts on print and electronic media. Be the source of information for the managers and management staff on recruitment procedures and way of dealing with proposing new posts. Involved in finalizing of Remuneration & Compensation of new recruits and for the existing staff. <p>HR Operations/General HR</p> <ul style="list-style-type: none"> Deliver a range of HR products/services to managers and staff in South Asia. Guide and advise staff and managers across South Asia on application and interpretation of HR policies and procedures, and ensure consistent application of the same. Participate in staff meetings on HR related topics, providing an institutional perspective in the discussion and resolution of issues/problems. Advise and assist line managers on procedural and administrative aspects of performance and career management, staffing and recruitment, separation management, etc. Follow up on queries and complaints from employees and ensure adequate attention to provide appropriate solutions to issues | | |

raised and responded.

- Manage and implement the operational HR activities in the Regional Centre.
- Ensure that Oxfam complies with all legal employment obligations in line with the national labour law applicable to each country, including liaison with external legal advisors.
- Update HRMIS & generate comprehensive reports out of it.
- Improve the communication of HR department with other Oxfam offices or external bodies.
- Advise management team on the scope for exceptions to be made to normal practice, whilst developing HR competence throughout the programme.
- Ensure HR policies are applied consistently;

Pay & Benefits

- Overall responsibility for managing payroll for national & international staff.
- Develop systems to monitor global benefits to staff. Overall responsibility for expatriate relocation and settlement support.
- Process Resignation letters, EOC payments, debrief and exit interviews for staff leaving Oxfam.
- Ensure exit interviews are arranged on time exit formalities are done inline with Oxfam policies and the employment law in the country.
- Monitor the staff employment contracts (end of contract/extension /termination / etc), national or international, and initiate on time actions accordingly and inform the relative department/ line manager.

HRMIS & Systems

- Update the staff information on the People Soft (known as GOLD in Oxfam) on timely basis & communicate with the country offices on updating their staff info on monthly basis.
- Ensure accurate information is maintained on HR databases (People Soft)
- Carry out periodical analysis of the human resource management information for management decision-making.
- Responsible to support HR staff, Managers & Staff on People Soft in S Asia region as one of the Regional People Soft / GOLD Super users and support the effective roll out and implementation of People Soft / GOLD across the Region

Training & Development:

- As a people soft trainer and Super user responsible to impart training on People Soft to HR staff, Managers & other staff.
- As a I-Grasp (Recruitment software) super user responsible to impart training to the end users.

Other HR Roles:

- Monitor and maintain the Leave Management system for the Regional Centre.
- Lead the HR support in humanitarian programmes
- Liaise with Headquarters in Oxford, ensuring that Corporate HR priorities are understood and applied effectively.
- Provide day-to-day interpretation of HR policy and practice and its implementation in context.
- Ensure HR processes are understood, reviewed and adhered to appropriately.
- Support managers in performance management and provide appropriate guidance in managing poor performance.
- Plan, Support & Coordinate inductions for new staff.

| Organization | Duration | Designation |
|---------------------|-----------------------------|-------------------------|
| Net Connect Pvt Ltd | HR & Recruitment Consultant | June 2004 till May 2005 |

Net Connect is a Bangalore based organization providing IT related professional services in areas of IT Infrastructure.

Key Responsibilities

As a HR & Recruitment Consultant, I was involved in a range of activities required by organization and clients:

- Understand the requirement from the Client, Business Head etc, prepare job descriptions and adverts, Publish adverts, Screen and interview applicants; Issue offer and contracts, check references, onboarding and process payroll; orient new employees; administer employee benefits.
- Work closely with various departments and clients in a consultancy role and assist line managers to understand and implement policies and procedures
- Promote equality and diversity as part of the culture of the organization. Liaising with a wide range of people involved in policy areas such as staff performance and health and safety
- Developing and implementing policies on issues like recruitments, performance management, equal opportunities, grievance and disciplinary procedures and absence management
- Advise on pay and other remuneration issues.

| | |
|--|---|
| <ul style="list-style-type: none"> • Maintain employee record and database • Planning and delivering inductions for new staff • | |
| Qualification: <ul style="list-style-type: none"> • Masters of Personnel Management (MPM) from Himachal Pradesh University (Campus) Shimla (H.P.) in 2003. • B.Com from Govt. Degree College Paonta Sahib, Distt Sirmour, H.P in 2001. • 10+2 from D.A.V. Sr. Secondary school, Sector-8C, Chandigarh (CBSE Board) in 1997. • 10th from Our Lady of Snows High School, Distt.-Kullu, H.P. (ICSE Board) in 1995. | |
| Computer Literacy: Certificate course in P.C. Application from NIIT (Duration 6 Months) | |
| Countries visited: England, Srilanka, Thailand, Laos, Bangladesh and Nepal | |
| Personal Details | |
| Father's Name Date of Birth Nationality Marital Status Gender Languages Known Passport E-mail Contact nos. | Shri Mahesh Chand Kaushik 1st October, 1978 (01/10/1978) Indian Married Male English and Hindi Yes vineetkaushik78@gmail.com 9899978910 / 9891252798/9910686405/(0120) 2882767 |

(VINEET KAUSHIK)