

## *Dr Brahmani Singh*



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### **Professional Summary**

Dynamic HR and Administration Leader with a Ph.D. in Public Administration and over 16 years of extensive experience across HR Operations, Plant Administration, and Facilities Management within the Chemical and Pharmaceutical sectors. Known for driving large-scale infrastructure, employee welfare, and engagement initiatives through innovative technologies. Adept at optimizing HR and administrative functions, with a keen ability to manage cross-functional teams and deliver strategic results. Eager to contribute to impactful roles in Administration, Facilities Management, and HR Operations.

### **Core Competencies:**

- Strategic Leadership & HR Operations
- Facility & Project Management
- Procurement & Vendor Management
- Employee Engagement & Event Management
- Budgeting & Cost Control
- Communication & Stakeholder Relationship Management
- Proficient in ERP Systems (LN Info, HRIS, Oracle)
- Advanced MS Office, Excel, PowerPoint Skills

### **Key Skills:**

- Plant & Facility Administration
- Capex/Opex Management
- Employee Welfare & Engagement
- HR Generalist
- Canteen, Cafeteria, Pantry & Stationery Management
- Housekeeping-General & Plant, Landscaping, Integrated Pest Management, Laundry Management
- Compliance, Audits both Customer & Regulatory Affairs –USFDA, FDA, FSSCI, ENMS, SMETA, ECOVADIS, SA8000, Responsible Care
- Transport Management, travel arrangements, Hotel Booking
- Vendor & Contract Negotiation, preparation and execution of SLAs
- Infrastructure & Project Management
- SOP creation and Management as per cGMP standard
- Plant Civil, Furniture, Plumbing, HVAC Maintenance
- Asset allocation & Maintenance, space allocation
- Plant Security Operations
- Capex Proposal movement, Execution and Asset capitalization

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### **Professional Experience**

**Deputy Manager – Administration (Site Admin Lead)**

*Jubilant Infrastructure Ltd -SEZ(Subsidiary of Jubilant Ingrevia Ltd) , Vilayat GIDC, Bharuch*  
*Nov 2023 – Nov 2024*

- Managed transport services for over 1,000 employees across 4 shifts
- Led food services for 1,000 employees and 2,000 contract workers across 2 canteens and 8 snack points.
- Coordinated daily travel bookings.
- Oversaw allocation of 50+ mobile devices, and 500+ landline extns enhancing
- Directed successful VIP, Customer and government visits.
- Managed guest houses and co-leased properties
- Directed infrastructure development projects
- Supervised housekeeping and horticultural services, improving plant hygiene and landscaping.
- Asset Management & Maintenance

**Deputy Manager – HR and Administration (People Service Manager)**

*SRF Ltd, Dahej*  
*Dec 2020 – Nov 2023*

- Managed People service function of 3500+ on-roll employees and 6,000+ contract workers across 45+ plants
- Administered transport services with 45 buses across 4 shifts, serving over 3,000 daily commutes
- Optimized canteen and food services for 3500 employees and 2,000 contract laborers in 9 Canteens
- Coordinated 40+ daily travel bookings
- Managed the procurement and distribution of uniforms for employees
- Managed mobile and data card allocations, ensuring connectivity for 1,600+ devices with
- Directed infrastructure development projects
- Asset Procurement related to HR and admin of Rs. 7 Cr & Operational budget of 50 Cr
- Asset Tagging & Maintenance of Plant site
- Directed successful VIP, Customer and government visits
- Hosted and coordinated Events for Customers & Employees
- Grievance redressed with TAT of 48 hrs
- Management of Plant Security & Access Control in Rotation with Security Manager

**Assistant Manager – Administration (Site Admin Lead)**

*Jubilant Infrastructure Ltd, Vilayat GIDC*  
*Sep 2008 – Dec 2020*

- Partnered with leadership to implement strategies
- Worked in various Roles of HR Generalist
- Managed all transport and logistics
- Led housekeeping, Pantry, Pest Control, Laundry and maintenance of facilities
- Managed plant maintenance and open plot upkeep
- Oversaw HR welfare CapEx plans, completing all projects on schedule.
- Negotiated vendor contracts.
- Led Canteen Operation for 800 employees and 2,500 contract workers across 2 canteens and 8 snack points
- Horticulture & Landscaping development, enhancing aesthetic look of Site

## Projects Head

*Rural Women Development Service Centre, Angul*

*Nov 1997 – Nov 2003*

- Managed state and central government-funded projects, providing training to over 1,000 participants annually.
  - Supported 500+ small businesses through skill training and entrepreneurial development initiatives.
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## Education & Certifications

- **Ph.D. in Public Administration**  
*VNSGU, 2014*  
Dissertation: *A Study on the Quality of Work Life in Public Limited Organizations: A Case Study of Jubilant Group*
- **Master of Public Administration (HRD)**  
*VNSGU, 2008*  
Gold Medalist, University Topper
- **PG Diploma in Personnel Administration & HRM**  
*SBIOA Institute, Chennai, 2005*
- **Diploma in Information & Systems Management**  
*Aptech, 1998*  
Distinction (89%)
- **BA (Economics & Philosophy)**  
*1996*  
Distinction

## Certifications:

- Certified Internal Auditor of **Food Safety Systems Certification (ISO 22000:2018 standard & FSSC Requirements version 6.0)** by Bureau VERITAS
  - Certified Food Safety Supervisor (Level 2) by DNV Business Assurance
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## Other Engagements & Achievements

- Subject Matter Expert in USFDA Audit of Jubilant Ingrevia Ltd in 2023-24
  - Certificate of appreciation for outstanding contribution in digital Journey (WEF Lighthouse) by Top Mgt of Jubilant Ingrevia Ltd in 2024
  - Published articles in both international and national journals.
  - Presented a paper at the International Conference on “Ease of Doing Business” at GTU, Ahmadabad (2015).
  - Elected Executive Board Member of RWDSC (1998-2003).
  - Active in various professional forums and committees.
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## Personal Details

- **Date of Birth:** 5th April 1977
- **Languages Known:** English, Hindi, Oriya –Professional, Gujarati -Read & Understand
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