

VIJAY SHEWAKRAMANI



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PROFESSIONAL SUMMARY

Strategic HR, Administration, and Operations Leader | 30+ Years of Experience

Dynamic **HR professional** with extensive expertise in **human resources management, administrative leadership, and operational excellence**. Proven success in **workforce planning, performance optimization, cost management, and strategic decision-making** across diverse industries, including **Oil & Gas, Petrochemicals, Construction, Hospitality and Retail**.

Skilled in implementing **HRIS systems** (SAP HCM, Retail Pro, Spine), developing **diversity and inclusion initiatives**, and driving organizational transformation through **HR analytics** and metrics. Extensive background in **HR policy development, employee engagement, compliance management**, and aligning **HR and operational strategies** to business goals

Core Competencies

- ❖ Talent Acquisition & Onboarding
- ❖ Performance Management Systems (PMS)
- ❖ HR Policy Development & Compliance
- ❖ Training & Development
- ❖ Payroll Processing (Indian, Middle East Payroll)
- ❖ HR Analytics & Metrics
- ❖ Diversity & Inclusion Initiatives
- ❖ Strategic HR Business Partnering (HRBP)
- ❖ Audit & Risk Management
- ❖ Process Optimization & Change Management

- ❖ Budgeting & Resource Allocation
- ❖ Project Management (PMP Certified)
- ERP/HRIS Systems: SAP HCM, Retail Pro, Spine
- ❖ Travel Management

IT & Technical Skills

- ❖ HRIS & Payroll Software (incl. SAP HCM, Spine, DnyMro, Retail Pro)
- ❖ MS Office Suite (Excel, Word, PowerPoint)
- ❖ Project Management Tools (Microsoft Project)

Professional Experience

Feb'23 to April'23: Goodrich Logistics Pvt Ltd, Mumbai, India as Senior Manager PMS and HR

Key Result Areas:

- ❖ Led **HR strategy** aligned with **business goals** across **manufacturing** and **remote global teams**; advised leadership on **structure, culture, and workforce planning**.
- ❖ Led **end-to-end recruitment and onboarding**, improving **hiring efficiency by 30%** through **strategic manpower planning, global hiring, data-driven talent acquisition, and close coordination with department heads**.
- ❖ **Designed and implemented performance appraisal systems** aligned with **KPI, KRA, and reward frameworks**; provided strategic support to leadership through **coaching, constructive feedback, and employee development planning**.
- ❖ Ensured compliance with **PF, ESIC, Labour Laws, Factory Act, LWF, P.Tax**, and other **statutory norms**; handled **labor court matters, inspections, and license renewals**.
- ❖ Ensured **100% labor law compliance** (Minimum Wage Act, Factories Act) through rigorous audit mechanisms.
- ❖ Facilitated **ISO audits** & enforced HR policies, reducing workplace incidents by **15%** & achieving **95% safety training compliance**.
- ❖ Processed and **automated key HR functions** including **onboarding, payroll, attendance management, salary records, benefits, and leave tracking**; coordinated with **Finance** for **bonuses, deductions, and reimbursements**—resulting in a **40% reduction in manual workload**.
- ❖ Managed **HR systems and databases, streamlined workflows**, and ensured **data accuracy, security, and automation** across all **HR processes**.
- ❖ Maintained accurate **HR records, contracts, NDAs (Non-Disclosure Agreements), legal registers, and audit documentation**; ensured compliance with **Indian and international labour laws**.
- ❖ Partnered with **Legal, Finance, and Operations** to support **HR compliance, budgeting, contract management, and departmental HR needs**.

Previous Experience

Dec'19 to Dec'22: Afghan-Yar Construction Company Limited (ACCL International) – HR / Administration Manager – AliSS Bridge Contract - DynCorp International at US Embassy, Kabul Afghanistan.

Key Result Areas:

- ❖ Led recruitment, onboarding, and training programs, improving efficiency by 25% and boosting employee retention.
- ❖ Executed PMS, payroll, and benefits administration with 100% statutory and policy compliance.
- ❖ Directed administration operations across locations, ensuring zero disruption, safe work environments, and effective facility management.
- ❖ Managed vendor relationships, Annual Maintenance Contracts (AMCs), and implemented cost-saving procurement practices.
- ❖ Ensured regulatory compliance with labour laws, health & safety norms, and handled government authorities.
- ❖ Led budgeting, invoice/payment tracking, and MIS reporting for HR/Admin functions.
- ❖ Optimized costs by driving process improvements and updating administrative and HR policies.
- ❖ Mentored cross-functional teams, driving KRA achievement and team development.
- ❖ Managed travel logistics, visa processing, and international assignments, ensuring full policy compliance.

Jun'18 to Jun'19: Nasser S. Al-Hajri Corporation (NSH), Al Jubail, Saudi Arabia as HR / Administration Manager - SABIC / UNITED JUPC (Jubail United Petrochemical Company) subsidiary of Saudi Aramco.

Key Result Areas:

- ❖ Led HR operations for 2,400 employees, ensuring high productivity and seamless administrative functions.
- ❖ Developed and implemented HR strategies aligned with business goals, improving employee satisfaction & retention.
- ❖ Resolved complex employee relations issues, reducing grievances by 30% and fostering an inclusive work environment.
- ❖ Established and enforced HR policies, maintaining 100% compliance with Saudi labor laws and corporate standards.
- ❖ Conducted regular audits and compliance reviews, ensuring adherence to safety, regulatory, and company guidelines.
- ❖ Negotiated vendor contracts, achieving a 15% reduction in operational costs through strategic procurement & vendor management.
- ❖ Oversaw office administration, procurement, & security protocols, enhancing operational efficiency and reducing expenses.
- ❖ Successfully organized corporate events, conferences, & meetings, ensuring seamless execution & high participant satisfaction.
- ❖ Managed executive travel, coordinating flights, accommodation, and transportation for a smooth experience.
- ❖ Supervised petty cash disbursements, ensuring budgetary compliance and accurate record-keeping.
- ❖ Produced and analyzed monthly operational reports, leveraging data-driven decision-making to enhance HR efficiency.

Jul'10 to Dec'17: Dyncorp International, Kandahar, Afghanistan - LOGCAP IV as Admin Manager / Facility Operation Manager

Oct'07 to Sep'09: Guangzhou Trading, Dubai, UAE as HR / Administration Manager

Feb'04 to Sep'07: Supreme Food Service, Dubai, UAE - LOGCAP III as Senior HR Generalist

Mar'03 to Feb'04: Jashn, Mumbai, India as Store Manager

Feb'97 to Feb'03: Baby Shop L.L.C., Landmark Groups, Dubai, UAE as S.R. Sales / Operations Coordinator

Apr'96 to Feb'97: Hotel Airport International, Mumbai, India as Front Office Desk Agent

Nov'91 to Mar'96: Pic-N-Save, Dubai, UAE as S.R. Sales / Operations Coordinator

Jan'90 to Nov'91: Grand Bazar, Mumbai, India as Sales Representative

Education & Credentials

- 2013: **BBA (Bachelor of Business Administration)** from Shridhar University Palani, Jodhpur, Rajasthan

Professional Certification in HR Management

- 2022: **Indian Payroll and Compliance Training** from The Institute of Payroll Training and Management, Noida, UP, INDIA
- 2023: **Prevention of Sexual Harassment Trainer (POSH)** Certification from SkillDeck, Bangalore, Karnataka, INDIA
- 2023: **Human Resource Business Partner (HRBP)** from SkillDeck, Bangalore, Karnataka, INDIA
- 2025: **Indian Payroll and Taxation** from SkillDeck, Bangalore, Karnataka, INDIA

Courses Attended

OSHA - Occupational Safety & Health Administration Training Courses

- 2012: **24-Hour Hazardous Waste Operations & Emergency Response (HAZWOPER)**
- 2011: **30-Hour General Industry Safety & Health**

PMP - Project Management Professional Certification

- 2023 : **35-Hour PMP Training Certification** from Edureka, Bangalore, Karnataka, INDIA
- 2023 : **16-Hour Microsoft Project 2019 Certification** from MS Project Systems, Pune, Maharashtra, INDIA
- 2006 : Professional in **Civil CADD** (AutoCAD, Staad.Pro, Ms Office Project) **from CADD Centre**, Thane, Maharashtra, INDIA
- 1989 : **Servicing Electronics** from The Indian Technical education Society, Thane, Maharashtra, INDIA



Personal Details

Date of Birth: 21st March 1972

Languages Known: English, Hindi and Marathi

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