

## CURRICULUM VITAE

### Present Address:

Irasangayya B. C.  
Vishwa Nagar, Sedam  
Tal: Sedam, Dist: Kalaburg (Karnataka 585222),  
**Contact Number: +91 9538998396**

### Permanent Address

Irasangayya B. C.  
Gokak. Dist: Belagavi,  
Karnataka. PIN: 591307  
**Email: irasangayya91@gmail.com**

### **Career Ambition:**

To pursue highly challenging work where I can contribute to the organizational goal with my interpersonal skill and thereby get opportunities to learn and growth with the organization.

### **Core Strength of Experience in HR, ER & IR**

| <b>Recruitment &amp; Onboarding Activities</b>              | <b>Performance Management</b>                                | <b>Training &amp; Development</b>                  |
|-------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------|
| Time Office – Management                                    | Salary Administration & Statutory Compliance                 | <b>Contract Labour Management</b>                  |
| Budgeting Activities                                        | <b>Public Relation &amp; Lisioning with Govt. Officials.</b> | General <b>Administration &amp; CSR</b> Activities |
| <b>Building Industrial Relation &amp; Employee Relation</b> | <b>Union Activities &amp; LTS</b>                            | <b>Counselling Activities</b>                      |

### **Professional Experience of 14+ Years**

| <b>Sl. No.</b> | <b>Name of the Organization</b>                                                                 | <b>Position Held</b>                        | <b>Duration</b>            | <b>Tenure</b> |
|----------------|-------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------|---------------|
| 1              | <b>Shree Cement Ltd,</b><br>(Kalaburagi / Karnataka)                                            | Deputy Manager – P&A (IR &ER)               | 05-Sep-2019 To Till Date   | 3.4 Years     |
| 2              | <b>UltraTech Cement Ltd.</b><br><b>Unit: Sewagram Cement Works</b><br>(Kutch / Gujarat)         | Asst. Manager – ER<br>(Section Head- ER-TO) | 09-Jan-2018 To 31-Aug-2019 | 6. 10 Years   |
| 3              | <b>UltraTech Cement Ltd.</b><br><b>Unit: Rajashree Cement Works</b><br>(Kalaburagi / Karnataka) | Officer – ER & HR                           | 02-Nov-2012 To 05-Jan-2018 |               |
| 4              | <b>Hindustan Coca-Cola Beverages Pvt. Ltd.</b><br>(Hospet / Karnataka)                          | Executive –HR                               | 01-Mar-2011 To 30-Oct-2012 | 1.8 Years     |
| 5              | <b>Ujjivan Financial Services Pvt. Ltd.</b><br>(Bangalore / Karnataka)                          | Officer –HR                                 | 15-Jul-2010 To 28-Feb-2011 | 0.8 Years     |
| 6              | <b>SKS Micro Finance Ltd.</b><br>(Kalaburagi / Karnataka)                                       | Associate - HR                              | 01-Oct-2008 To 14-Jul-2010 | 1.10 Years    |

### **Description of Working Experience:**

#### **RECRUITMENT, ONBOARDING AND INDUCTION ACTIVITIES:**

- Handling **Recruitment through the internal and external** sources and ensuring timely completion of recruitment process as per organization need.
- Having knowledge on Poornata project with respect to Recruitment, PMS and Talent management
- MCT recruitment from Workmen cadre to Staff cadre.
- Ensuring Induction process, Orientation and development of new employees in the organization.
- Ensuring to upload the MIS data in HRIS software i.e. joining, promotion and exit data etc.
- Handling Contractor Workers and Apprentice Trainees Recruitment.

### TRAINING & DEVELOPMENT:

- Identification of Wage Board Employees & LS Trainees TNI and ensuring to complete the Training.
- Awareness and training on SA - 8000
- Ensuring training for Canteen workers regarding safety, hygiene, self-hygiene, HK and etc.
- Skill- mapping of the Workmen to identify Skill Gaps and its implementation through the training.
- Design & implementation of internal and external training events as per the TNI & Skill gap.
- Ensuring proper training facilities to the Apprentice Trainees.

### PERFORMANCE APPRAISAL:

- Coordinating and Ensuring to complete the performance appraisal cycle as per the guidelines.
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- Ensuring to revise the upgraded salary for respective promoted employees.
- Quarterly ensuring to get the trainees performance data from the respective department.
- Timely ensuring to issue the Up-gradation letters to the Trainees / Probationary employees.

### ATTENDANCE, LEAVE & SALARY ADMINISTRATION:

- Ensuring and Monitoring Attendance punching records of Workmen, Staff and Management cadre.
- Ensuring leave data updation, feeding of attendance, preparation of late punch report, in Attendance software from the Time Keepers and ensuring proper Salary administration.
- Reduction of absenteeism & control on OT.

### WELFARE, SAFETY & STATUTORY ACTIVITIES:

- Ensuring for smooth running of the industrial canteen & pantries.
- Coordinating Various Programmes for employees and their family members on the occasion of National Festivals, Ganesh Utsav and other festivals as and when required.
- Ensuring and coordinating for employees Mediclaim, GPA, Sunishint & Nischint Policies renewal and its benefits.
- Ensuring and involving to counsel on the various matters like Absenteeism, intoxicate of alcohol etc.
- Ensuring to Submit of various returns under the statutory legislation.

### COMMITTEE MEETINGS:

- Coordinating and involving in Safety Committee Meeting, KFA (People Management) Meeting, Union Meeting, Contractors Meeting, Department Meeting, Canteen Committee Meeting and Employees Club Committee Meeting.

### IR, ER & PR ACTIVITIES:

- Building **industrial relations** with employees & contractor workers with taking shop floor visit and ensuring to close the IR issues through discussions with line managers & union officials.
- Supporting & Handling to resolve the grievances of the Union, employees & CLs at the various levels.
- Ensuring and Involving for smooth function of Union Election activities as per the requirement.
- Collecting **intelligence information** from the reliable sources and making further strategic planning with senior management.
- Ensuring and Involving in the **Long Term Settlement (Wages & Bonus)** for Negotiation between the Management and Union and **long-term settlement deliverables** as per the **agreed norms**.
- Conducting / coordinating disciplinary matters, domestic enquires & maintaining the records (Drafting in Kannada & English Language)
- **Liaison with Local and Government officials** i.e. EPF, ESIC, Labour dept. & other officials based on requirement.

### CONTRACT LABOURS MANAGEMENT:

- Ensuring CL's recruitment through the contractors based on business need.
- Ensuring Contract Labours attendance through **ERP & Kronos System**.
- Ensuring Wage disbursement and statutory compliances for CLs.
- Smooth functioning of Contract Labours administration to maintain harmonies Industrial Relation.

**WCM / IMS ACTIVITIES:**

- Involving and leading **WCM –GRT activities** i.e. Kaizens, 5s, Hygiene, and achievement of KPI of HR Function being as part of People Management.
- Worked as **Internal Auditor** for WCM-GRT in RCW, Sewagram, GCW unit.

**OTHER ADMINISTRATION ACTIVITIES:**

- **Budget:** Preparation and ensuring the proper budget on the employees' salary and Welfare activities.
- Coordination for Good Work Awards distribution to employees for their exceptional contribution.
- **CSR Activities:** Ensuring to involve for CSR activities & coordination for proper implementation of CSR activities in the surrounding communities.

**MAJOR SIGNIFICANT ACHIEVEMENTS:**

- Implemented Promotion guidelines/ policy for WB Workers.
- Implemented Attendance SOP, Out Pass System and employee engagement module.
- Handled industrial accidental cases without any impact on plant production.
- In the Kalaburgi Region, we have implemented 100% online registration of Apprentice Trainees and received appreciation letter from the Joint Director, Training and Development (Apprentice Advisor).
- Performed the role of a coordinator in the internal election for the **Union Office Bearers** of Rajashree Cement General workers and staff union.
- Ensured to complete 100% Medical examination of Employees & Staff every year.
- **Individual / Team Awards Received** – E-Learning, Shahabash, WCM Model Area, GRT, Highest Kaizen, NMC, Safety slogan/First Aid/Fire Fighting and Competitions on World Environment Day.

**Education Qualification:**

| Degree Examination                                   | University /Institute                          | Year         |
|------------------------------------------------------|------------------------------------------------|--------------|
| MSW(Master Of Social Work)                           | Dr. M.V. Shetty College of Social Work         | May 2008     |
| Post-Graduation Diploma in Human Resource Management | School of Social Work Roshni Nilaya, Mangalore | April - 2008 |

**Professional Skills:**

- Willing to learn new things
- Having good liasoning skills
- Having good team player for team building
- Managing & Motivating team and etc.

**Personal Date:**

Date of Birth : 01-06-1982  
Sex : Male  
Nationality : Indian  
Religion : Hindu  
Marital Status : Married  
Languages : Kannada, English and Hindi

**Declaration:**

Affirm that all the information given here is true to the best of my knowledge, and that I am liable to be punished for any misrepresentation.

**Place: Belagavi (Karnataka)**

**Date:**

Sd/-  
Yours Sincerely  
Irasangayya B