

**Devendersingh Khalsa**

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E-mail: [devendersingh.khalsa2612@gmail.com](mailto:devendersingh.khalsa2612@gmail.com)**Career Goal**

In quest of challenging with reputed organization in the capacity of a Employee/Industrial /Labour Relations, where I can bring my experience and skill-sets to effective use and contribute to organizational growth, by ensuring cordial Employee/Industrial relations and growth oriented work environment.

**Career Recital**

A professional in Employee/Labour Relation & Personnel Assistant with 3 years of experience in managing gamut of Industrial/Labour Relations Operations, I am currently working as Industrial Relations Officer with Gujarat State Fertilizers & Chemicals Limited. With Exposure gained & skill sets imbibed by experience. I have successfully handled crucial responsibilities not limiting to such given below.

- Man power planning
- Contract Administration
- Contract Labour Management
- Coordinating trainings on employee welfare programs
- Employee grievance handling
- Developing and implementing disciplinary policies,
- Final wage settlement of employees
- Compliance & Execution of various policies
- Cost reduction by rationalization of contract labour
- Develop & Execute Contract Management Cell
- Good communication and interpersonal skills
- Corporate Social Responsibility
- Well versed with People Soft

**Work Experience**

- Responsible for managing all aspects of industrial and labour relations.
- Well versed with Contract Management/Administration.
- Responsible for implementing of all government policies & compliance.
- Developing the IR/HR plans and strategies in conjunction with the company's overall development plan.
- Attend & Assisted attorney in developing strategy for fighting labour litigations in court.
- Developing & implementing disciplinary actions.
- Conducted operations evaluation & functional reviews of all departments to ensure labour guidelines are followed.
- Coordinated with HR manager for conducting employee welfare programs.
- Conduct the study on contract labour for cost rationalisation to make cost savvy organization.
- Coordinate with finance department for processing of payment & other liabilities to employees.
- Responsibility of man power planning in coordination with HOD of the plant/department
- Establishing a proper organizational structure.
- Well versed with Corporate Social Responsibilities functions/ areas.
- Maintain good internal communication with company.
- Developing various reports for management, which make it easy to make decision regarding current resource.
- Various administration activities.

## Achievements

- Become Youngest Election officer for Union Election.
- Become Youngest Election officer for Consecutive Three Elections.
- Developed the Contract Management Cell from the scratch in 2016.
- Received a memento from the G.M of L&T Limited (Knowledge City, Vadodara) for my accomplished tasks.

## Training & Conferences

- IMS training on role of Auditor & Auditee by TUV.
- "Future - Proofing Employee Relations"- EFI National HRM Summit by Employer Federation of India-Mumbai.
- Communication Training by SCOPE-Government of Gujarat.
- HR Internship -Reliance Industries (Vadodara Manufacturing Unit).

## Employers

- Currently working as Industrial Relations Officer "Gujarat State Fertilizers & Chemicals Limited." since August -2014.
- Worked as Personnel Assistant– HR for "Comed Chemicals (Pharma Division)" from April- 2010 to July-2011.

## Educational Qualifications

- Master of Social Work from Faculty of Social Work, The M.S.University. Vadodara.
- Post Graduation Diploma in Human Resource Management, Faculty of Social Work, The M.S.University. Vadodara.
- Post Graduation Diploma in Industrial Relations & Personnel Management from Bhartiya Vidhya Bhavans', Rajendra Prasad Institute of Communication & Management, Mumbai.
- Bachelor of Commerce, Faculty of Commerce, The M.S.University. Vadodara.

## Core Competencies

- Interpersonal Skill
- Communication & Negotiation Skill
- Analytical Skills
- Conflict Management & Problem Solving

## Computer Knowledge

- MS Office, Windows 98/ Windows XP,

## Personal Details

**Date of birth:** 26<sup>th</sup> December, 1988.

**Languages known:** English, Hindi, Gujarati, Punjabi, Sindhi, Marathi

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