Charles Smith

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PROFILE

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EXPERIENCE

Senior HR Executive | Company A | Location | June 2019 - Present

- Managed the entire HR function for the wiring harness unit of Lear Automotive in India. Reporting to Head HR and leading a team of 3 HR members.
- Handled end-to-end recruitment, including smooth Onboarding and managing hire to exit cycle.
- Ran payroll for multiple business units and managed employee relations and communication involving blue-collar workers.
- Change management: major work towards change in systems, location, and various HR frameworks and carried out monthly and yearly budgeting and forecasting.
- Carried out Yearly Manpower planning with the quarterly review and reported and analyzed on the business unit level as well as to global management.
- Ensured adherence to global policies and procedures and handled SOX audit and other local legal compliances.
- Led the enterprise-wide Learning & Development Initiatives and ensured Workplace safety.

HR & Admin Manager | Company B | Location | November 2015 - June 2019

- Managed the entire HR and Administration for Evoleas and supervised the HR and admin team. Reporting to CEO.
- Supervised end-to-end recruitment cycle and designed and executed onboarding and orientation process from scratch.
- Designed a performance evaluation cycle from scratch addressing Learning & Development needs, and developed a framework of policies with successful implementation.
- Carried out manpower planning with business units and managed employee relations and communication with grievance management.
- Oversaw change management to ensure a smooth transition of various HR activities with business demands.
- Processed end-to-end payroll, and managed exit process.

HR Executive | Company C | Location | June 2012 - November 2015

- Led the HR Function for the Organization, reporting to the COO and Director.
- Primary responsibility: Recruitment (end to end), Designing and executing Onboarding of new employees. Creating policy framework, creating a framework for learning & development, designing performance evaluation structure, attendance and leave management, managing hire to exit cycle, and Report Management.
- Other responsibilities included: Labor Law Compliance and payroll processing.

EDUCATION

Certificate in Personnel Management & Human Resources | The Career Academy | December 2011 - May 2012

- Strong understanding of human behavior and how it affects workplace dynamics
- Effective workplace communication skills, including written and verbal communication
- Knowledge of workplace health and safety regulations and how to ensure compliance
- Ability to control operations and ensure productivity and efficiency
- Expertise in recruitment, including sourcing candidates, conducting interviews, and onboarding new hires
- Proficient in staff training techniques that produce excellent results
- Ability to work effectively in teams, including building and managing high-performing teams
- Knowledge of positive discipline techniques and how to apply them to maintain a positive work environment
- Ability to handle grievances and complaints in a fair and consistent manner
- Knowledge of monitoring and reporting processes to track performance and ensure compliance with regulations.

CERTIFICATE

Industry Recognised Certificate | The Career Academy
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SKILLS

Taleo, PeopleSoft, Recruitment, Payroll Management, Compensation and Benefits, HR Admin, Learning & Development, Employee Relationship Management, PRO Relationship Management, Rewards & Recognition, Compliance & Audits, Employee Grievances, Reports and Analysis, Change Management