



Lt Col Girish Bharadwaj S (Veteran)

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Current Location: Hosur, India

**SENIOR PROFESSIONAL | HEAD CENTRE OF EXCELLENCE - ADMINISTRATION
(ASHOK LEYLAND LIMITED)**

PROFILE & VALUE

- A result-oriented personnel with 20+ years of rich experience in the areas of Man Power planning , Operations Management, Logistics & Supply Chain, HR and General Administration.
- Served in conflict zones and handled high pressure situations in people operations
- **Present Role Since 2015- COE Administration Dec Highlights**
- Accountable for entire General Administrative activities at Hosur Ashok Leyland Multiple location for 10 thousand all categories of employees.
- Head Centre of Excellence Administration Pan India :Implemented best practices.
- Manpower optimization reduced in the area of support services by 7%.
- End to End vendor management preparing RFQ, Negotiation, finalisation of contracts.
- Instrumental in setting skill development during TQM (Total Quality Management award – Deming) trained approx. 70000 personnel.
- Formulated and standardized SOP for 9 Plants as COE
- **Why hire me?**
- Re-invent organization develop people as change agent and channelize energy into right direction
- Build relationships and network and convert them into tangible results. Negotiate across cultures
- Experience of managing large groups under crisis at leadership level
- Perform under pressure and have the discipline that is needed to excel in any job role .

EXPERTISE

Problem Solving
Creativity
Critical Thinking
Flexibility
Team work
Detail Oriented
Communication
Crisis Management
People Development

CAREER HIGHLIGHTS – INDIAN ARMY – 2000-2014

- **Human Resource and Administration:** Responsible for management of 800 personnel entire gamut of HR, L&D & Admin functions. Formulated HR policies & SOP based on set objectives with due validation through effective communication & feedback
- **Project Management:-** Reduced operating budget of a sports infrastructure from INR 5 crores to 4 crore.
- Headed project team comprising of technical, logistics, admin staff and effectively executed in establishing a married accommodation & living barrack worth INR 23 crore (2006-07)
- **Logistics and supply chain:** - Handled supply chain operations for four districts during disaster management stint in collaboration with Ministry of Home and district officials.

- **Finance & Budgeting:** - Handled budget and end to end vendor management for various projects.
- Reduced operating costs by developing a bid process and a purchase order system for vendor contracts and services . Responsible for CSR activities and organizing Medical Camps
- Directed facilities operations for a military cantonment including residential complex comprising 5000 people at multiple sites. Handled encroachment cases, tax related matters.

Dec 2015 – Till Date HEAD CENTRE OF EXCELLENCE – ADMINISTRATION , SECURITY PAN INDIA

Accomplishments

- **Administration:** Oversee and manage the daily operations of the organization, ensuring smooth functioning and efficient use of resources of all support services. (Transport, Canteen, Security Services)
- Spearheading the Administration operations by successfully reducing the cost by over 10 to 15%.
- Hiring and training administrative staff and developing organizational policies and implement strategies to achieve organizational goals and objectives.
- Prepare teams towards for HSE, Imexi audits analyze risk and implement risk mitigation measures.
- Ensure employee development on performance feedback, coaching and development plans.
- Carryout benchmarking to identify potential risks and opportunities.
- Ensure compliance with applicable laws, regulations, in accordance with company policies and procedures.
- Prepare and present reports, updates, and recommendations to senior management.
- Formulated SOP and standardized SOP for 9 plants in the area of support services pan India.
- **Finance and Budget:** Capex/Opex Planning and Expense control.
- Project and track annual budgets for departments estimated INR 20 Cr.
- Oversee preparation of wages, compliance of support services and give necessary directions in routine operations.
- Ensure optimization of resources in the areas of manpower reduction by introducing latest technological practices.
- Vendor Management: Responsible for End-to-End process of vendor management including negotiation.
- Cross Audits of Multi Location units,
- **Skill Development:** Trained 2000 Non-permanent associates in job ability standard, evaluating employees and creating learning opportunities that helped employees to enhance skills which aligned to the organization mission and vision .
- Created work instruction sheet to improve job ability standard.
- Created Talent Pipeline in constructing the Competency Mapping for different strata of the talent pool for the preparation of Deming Certification, Aug 2017. The department was successful in attaining the certification.
- **Security Operations:** Responsible for carrying out risk assessment for manufacturing plant at Hosur and establishing risk mitigation measures for an area spreading across 600 acres. Establishing and implementing comprehensive security strategies, policies and procedures to protect the company's infrastructure, employees and customers.
- Collaborating with cross-functional teams to assess risks, identify vulnerabilities and devise preventive measures. Handling 15000 floating population of all categories and material inwarding/outwarding for all plants
- Investigating and monitoring incident response activities, root cause analysis and developing corrective actions. Setting KPI, Measure trends, and resolve through PDCA method
- Conduct regular security audits and risk assessments to identify vulnerabilities. Introduce risk mitigation measures and ensure compliance with relevant regulations.
- Ensure the organisation's compliance with applicable security-related laws, regulations and standards.

- Oversee the management of physical security measures, including access controls, CCTV systems, and security personnel. Manage records, documentation and reporting to demonstrate compliance and facilitate audits.
- Stay updated with the latest security trends, technologies and regulatory changes, ensuring continuous improvement of the security function.
- **Stake Holder Management:** Establishing and maintaining strong relationships with external stakeholders, such as regulatory bodies, law enforcement agencies and industry associations of Karnataka & Tamilnadu.
- **Training Awareness:** Leading security awareness programs and training initiatives to educate employees about best practices and potential threats.
- **Emergency Response:** Develop and maintain incident response plans, ensuring timely and effective responses to security breaches. Ensure Training of incident response team.
- **Industrial Relations;** coordinating with Industrial relations officer , gather intelligence and provide inputs for strategic decision making to Top Mgmt.

CAREER PROGRESSION – INDIAN ARMY HIGH LIGHTS 2012 – 2014 - Lieutenant Colonel, Udaipur

2012 – 2014 - Lieutenant Colonel, Udaipur : Responsible for Human Resources & Administration activities for 800 trained professionals.

ORGANIZATIONAL DEVELOPMENT – PERFORMANCE MANAGEMENT & APPRAISAL

- Provided leadership to project team with detailed project planning for sports and building infrastructure and reduced operating cost to the tune of 25%. Managing & controlling costs.
- Worked on grid format project management and handled difficult and complex aspects of project activities.
- Increased operational efficiency , time frames and root causes of processes that are to be changed
- Developed project initiative that improved performance
- Planning all changes through stakeholder engagement, effective communication analysis and participation and providing solution to resistance.
- Team Leadership - Fostered team cooperation; defined team roles and responsibilities; supported group problem solving; ensured progress toward goals; acknowledged team accomplishments.
- Identified vulnerabilities, counselled, coached and provided required skill for performance enhancement of 120 junior commissioned and non-commissioned officers.
- Open channels of communication and consistent feed back
- Setting process excellence through training, developing, monitoring, rating and rewarding.

EMPLOYEE ENGAGEMENT:

- Engage employees constructively with a focus on building team synergy, talent & capability enhancement with an objective to create positive organization culture
- Develop & implement employee benefits, Recognition & Reward (R&R) policy and programs for employees, leading to healthy competition within the teams. Develop open & transparent culture
- Identified and implemented EE activities for the personnel, to uplift the troop morale and retain talent. Encouraged openness, ice breaking sessions, effective communication, feedback, exit interview.

EVENT MANAGEMENT: instrumental in executing major military events, including Army Day, Vijay Divas, Independence Day and Republic day ceremonies, social & sporting events

EMPLOYEE WELLNESS: Wellness Programs, Org service awards, Group activities, Sports events, Financial awareness, Health awareness programme, Grievance redressal.

Facilities Management : Responsible for soft and hard management of facilities, guest rooms, officers messes, training of staff, upkeep of military cantonment

2008 – 2012 - Major, Jammu & Kashmir

Highlights

- **Leadership:** Second-in Command of an Infantry Battalion comprising of 700 personnel. Leading the unit in counter insurgency operations managing unit Administration, training, security, discipline, grievances, employee welfare, and onboarding.
- **Induction and Orientation;** inducted newly recruited soldiers and streamlined procedures for a transparent selection system
- **Training & Development;** Designed training programme on various pedagogy of Learning and Development modules for 800 serving personnel. Conducted training need analysis on the field and incorporated inputs into the training curriculum
- **Training Implementation;** spearheaded 9 months' induction training for 1200 trainees, including personality development, skill training, organizational fit, performance monitoring, testing and evaluation, coaching, counselling and mentoring
- **Train the Trainer;** executed skill enhancement training for a team of 150 multi-disciplinary trainers
- **Employee Engagement;** identified and implemented EE activities for the personnel, to uplift the troop morale and retain talent
- **Operational Readiness;** Analyzed and devised daily training chores, to ensure the team is operationally ready
- **Employee Feedback;** worked with the Officers in gathering comprehensive on-ground feedback through a robust feedback mechanism; provided that the input is escalated to the top brass to support decision making
- **Compensation and Benefits;** governed the implementation of the compensation and benefits policies for the serving troops

2004 – 2008 - Major, BIHAR

Highlights

- Disaster Response and Humanitarian Assistance ; Operations Manager (Disaster Management) coordinating flood relief operations (2006 – 2007 demonstrating competence in areas of Crisis management, rescue operations, coordination with external and internal agencies for logistics, supply chain .
- Worked with International and Local Government and NGOs in the relief operations

PREVIOUS ROLES -

2002 – 2004

Captain, Jammu & Kashmir

2000 – 2002

Lieutenant, Hyderabad

EDUCATION CREDENTIAL

- Post Graduate Diploma in Human Resources Management (Symbiosis Pune)
- Graduation in Humanities from Jawaharlal Nehru University (JNU) New Delhi.
- Certification in advance Security management (Raxa GMR Group).
- Project Management – Udemy & People & Change Management – Ashok Leyland

ADDITIONAL INFORMATION

Date of Birth: 28th Nov 1973

Hobbies: Reading, Physical fitness, social service