

RAJAT LAMBA

Mobile: +91 9466616181 | E-mail: rajatlamba94@gmail.com | Current Location: Delhi, 110008

To become a successful professional in a highly competitive technological world where performance is rewarded with new challenging responsibilities and to serve a reputed growth oriented industry.

PROFILE SUMMARY

- I am a Human Resource professional with over 3 years of hands-on experience in diverse organizations with a proven track record of success. I am competent, decisive and dedicated with rich exposure to Recruitment, HR Operations and other areas of HR. I am aspiring towards a fulfilling career in Human resources where I can constantly learn new skills along with applying my existing skill set and aptitude to align people process in consonance with business objectives and value system of the organization for maximum mutual benefit.

EXPERIENCE

Zenith Leisure Holidays Ltd. – 15 Mar 23 to till Senior Executive – Human Resource

- Process Owner for Onboarding and Exit process and in charge for coordination and orientation on New Hires at Forex Division (Pan India), Finserv (Fintech) Division, Go Digital (IT).
- Zone Wise Attendance Management.
- Handling Greythr Payroll Software.
- Appointment Letters, BGV, ID Card Generation (Pan India).
- Joining Formalities and Induction Program Zone Wise (Pan India).
- Manage employees grievances.
- Handling full Cycle Recruitment for Forex, Fintech, IT (Naukri, Indeed, LinkedIn Portal).
- Handling all type of queries related to policies, salary, leaves, attendance, benefits, recruitment, travel etc.
- Managing Exit formalities - Exit interviews, FNF settlement, PF and Relieving & Experience letter.
- Handling New Joiner Background Employee verification process.
- Conduct exit interviews & highlight the feedback with respective Department head.
- Maintaining Joining Tracker.

Enrich Agro Food Products Pvt. Ltd. – Coca-Cola (14 March 2021 – 03 March 2023) Executive – Human Resource

- Experience with full-cycle recruiting using Job Portal (Naukri.com, Indeed, LinkedIn).
- Manage employees grievances.
- Handling ESIC & PF Sheet and employee's queries.
- Managing Exit formalities - Exit interviews, FNF settlement, PF and Relieving & Experience letter.
- Attendance Management for salary processing with coordination with HR Manager.
- Process Owner for Onboarding and Exit process.
- Joining formalities for new employees and give them an office plant tour and introduce them to Senior's and Management.
- Handling Technical & Non Technical Hiring (Naukri.com, Indeed, LinkedIn).
- Handling Compensation & Benefits, L&D/T&D, Gratuity, RnR.
- Employee attendance & absenteeism record maintenance, Manage excel sheets.
- Prepare Training calendar with coordination with system manager for all plant.
- Conduct training program time to time as per training calendar and assign trainer for training.
- Contractor & Visitor Management and manage all housekeeping staff.
- Manpower/ Staffing as per production plane for different production lines and for other department as well.
- Checking contractor bills and processing them with the accounts team for clearance.

Training

- Three Month Course of diploma computer application (DCA) including HTML from Harton.
- Three Month Course of Stadd. Pro.

ACADEMICS

- Post Graduation form **GJU Sci & Tech. (Hisar)** in MBA in 2021.
- Graduate from **JCDM COLLEGE OF ENGINEERING** in B.tech. in 2018.

ACADEMICS

Date of Birth: 04th Feb, 1994

Languages Known: English, Hindi and Punjabi

Permanent Address: Hisar, Haryana, 125001

Rajat Lamba