

CURRICULUM VITAE

AKASH BASERA

H.NO.60, BLOCK NO 3, VILL – SAMASPUR

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CARRIER OBJECTIVE

To be a part of reputed firm and to work in creative environment that offer the twin benefit of the job satisfaction and a study based professional growth.

ACADEMIC QUALIFICATION

- 10th passed from Central Board of School Education with 72.2% marks in 2013.
- 12th passed from Board of School Education Haryana with 77.2% marks in 2015.
- BSC passed from Maharshi Dayanand University with 64.72% marks in 2018.
- MBA passed from Jaipur National University with 65.72% marks in 2022.

PROFESSIONAL QUALIFICATION

- Haryana State Certificate in Technology (HS-CIT)
- NCC(A)– Certificate

CORE EXPERTISE

- Pre-Recruitment and Post Recruitment Activities
- HR Fundamentals
- Data Analysis
- Attention to detail
- Problem solving
- Relationship building
- Workforce improvement
- Multitasking Abilities
- Negotiation
- Team Building
- Good communication skills
- Leadership skills
- Fast Learner
- Effective Time Management

EXPERIENCE

Working with **Max Life Insurance** as **Human Resource Business Partner** on 05-Apr-2023 to till now

❖ Working Profile

- **Talent Acquisition:** Monitors Manning of Front-Line Staffs, Centre Managers, Senior Manager, Regional Managers & Zonal Managers.
- **Creation of Position Code & Employee Code:** Support BHRs to get the position code and support them to get the Employee code for new joiners.
- **Responsible for all HR Process:** Offer Roll out, workflows, systems, employee communication,

policies & MIS.

- **Innovator and integrator:** Has the ability to innovate and integrate HR practices around critical business issues.
- **Employee Engagement:** Improve the existing employee engagement framework(a thought-through action plan)
- **Attrition Management:** Design and deploy strategies for controlling attrition in lieu of the market trends through tactical thinking.
- **Sourcing Portals:** Naukri portals, LinkedIn, Vendors, social media, Referral.
- **Management:** Maintaining proper excel sheet for Business feedback, forecasting business requirements, active employee data, open position and candidate status.
- **Follow-up** with candidates until they complete all interview rounds – negotiating/ finalizing salaries for selected candidates and rolling out Offer Letters.
- **Onboarding :** Onboarding employees PAN India across various channels and ensuring smooth transition, Collecting documents and creating employee codes, Initiating the background verification of new hires, Ensuring all enquiries are logged, monitored and resolved, Co-ordinating with IT team to provide asset for new hires, Collaborating with stakeholders to address employee concerns.

❖ **Responsibilities:**

- Coordinating & interacting with the candidates briefing them on the firm & profile through mail/call.
- Handling initial round of HR interview in order to judge the candidate's suitability, attitude, academic and professional qualification, experience and communication skills etc.
- Scheduling telephonic as well as one-to-one or Virtual interviews with candidates and HR of client to evaluate their skill inventory and performed complete validation.
- Instrumental in negotiating salary with candidates based on Company Standards.
- Keeping track of feedback's from business/candidates to ensure smooth functioning.
- Hiring Candidates for the Different level hiring such as Relationship Associates, Associate Sales Manager, Financial Sales Manager, Center Manager, Regional Manager, Zonal Manager.
- Along with sourcing, I also take care of salary negotiation, location suitability and documentation to minimize risk of losing candidate.
- Regular interaction with Hiring Manager and other department Manager, Clients regarding the requirements, status, queries, feedback's & closures.
- Attending Technical, Communication, Motivational and Cultural trainings on weekly basis.

❖ **Working on MIS:**

- Making **Pan India Attrition Tracker** on daily, weekly & monthly basis for business meetings & for Sr. Management.
- Making **Pan India Offered Tracker** on daily, weekly & monthly basis for business meetings & for Sr. Management.
- Making **Pan India Head Count Report** on daily, weekly & monthly basis for business meetings & for Sr. Management.
- Making **RM (Regional Manager) & ZM (Zonal Manager) wise tracker** on weekly basis for higher management calls.
- Publish **Attrition & Offered** reports on daily basis for HR Team & Business.

Worked in **Genus Power Infrastructures LTD** as **HR Recruiter** on 29-March-2022 to 01-Apr- 2023

Working Profile

- End to end recruitment cycle (**IT and Non-IT profile**).
- Handling the recruitment process for sourcing the best talent from diverse sources after identification of manpower requirements.
- Analyzing the role requirements and creating the job descriptions.
- Utilizing recruitment aid such as references, head hunting, data banks, job portals, etc. in order to aggressively recruit man power.
- Well versed with **Naukri Portal** (Boolean search), LinkedIn job posting method.
- Well collaborating with hiring manager to understand their hiring need and goals.
- Screening the resumes and, arranging the best possible candidates
- Follow up with the selected candidates to ensure 100% joining.
- Manage organization employee database and prepare report.
- Preparation of offer letter, Appointment letter, bond, Induction& Orientation presentation.
- Monitored all the requirements call logs, recruitment status etc in spreadsheet using Microsoft Excel.
- Interacting with active and passive applicants to discuss carrier possibilities.
- Towards 80% recruitments and 20% operations.`
- Presentation.
- **Employee grievances.**
- Performance appraisal, training.
- Employee relations, employee engagement.
- Handling the exit process.
- Working Knowledge of **Attendance.**
- Working knowledge of **Payroll.**
- Working knowledge about **Gratuity, ESI & PF**
- Working on **Kent Attendance & HROne software**

Personal Details

Date of birth	:	23/11/1999
Father name	:	Sukhbir Singh
Maritalstatus	:	Married
Nationality	:	Indian
Language	:	Hindi and English
Hobbies	:	Reading book

Declaration

I declare that the information given above is true and correct to the best of my knowledge and belief.

Date:

Place:

Akash Basera