

GAURAV KUMAR

NIT - Faridabad, Haryana-121001

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(RECRUITMENT & OPERATIONS)

- ◆ **6+ years of experience in HR SPECIALISATION.** Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employee's needs.

HR SKILLS

- ◆ Payroll Processing
- ◆ Attendance Management
- ◆ Entry and Exit formalities
- ◆ Employee Counseling
- ◆ HR Policies & Procedures
- ◆ Staff Recruitment & Retention as per the norms
- ◆ Attendance software- Time Watch
- ◆ Employee Relations
- ◆ Solving all the queries of auditor (annually) related to HR dept.
- ◆ Certification Programming
- ◆ HR Program/Project Management
- ◆ Reporting and Coordinating with CLIENTS.
- ◆ Coordinating with all HR activities
- ◆ Incentive & Increments
- ◆ Training & Induction
- ◆ Performance Management

WORK EXPERIENCE

- ◆ **PBO PLUS ENTERPRISE — DELHI - HR Manager (November 2023 to Till Date)**

Job Responsibilities:-

- **Recruitment:**

- Led recruitment efforts including sourcing, screening, and interviewing candidates across various roles.
- Managed job postings on multiple platforms and facilitated the hiring process.

- **Training and Development:**

- Designed and delivered training programs to enhance employee skills and productivity.
- Conducted training needs assessments and aligned programs with organizational objectives.

- **Team Management:**

- Assigned daily tasks to team members and monitored progress to ensure timely delivery.
- Coached and motivated team to achieve performance goals and maximize efficiency.

- **Client Relations:**

- Solicited regular feedback from clients to ensure satisfaction and improve service delivery.
- Fostered strong client relationships through effective communication and responsiveness.

- **HR Operations:**
 - Handled payroll processing, attendance tracking, and leave management with precision.
 - Managed onboarding and offboarding formalities for new and departing employees.
- **Employee Relations and Engagement:**
 - Addressed employee grievances promptly and fostered a positive work environment.
 - Designed and implemented employee engagement initiatives to boost morale and retention.
- **Financial Management:**
 - Prepared salaries and managed payroll discrepancies efficiently.
 - Conducted budgeting and financial planning for manpower and operational needs.
- **Performance Management:**
 - Conducted performance analysis and evaluations to drive continuous improvement.
 - Implemented performance appraisal systems and provided feedback to employees.
- **Training Coordination:**
 - Coordinated training sessions in collaboration with brand guidelines and standards.
 - Managed vendor relationships and negotiated contracts to optimize training programs.
- **Business Development and Client Coordination:**
 - Played a pivotal role in business development activities and client relationship management.
 - Coordinated with clients to understand requirements and deliver tailored solutions.
- **Documentation and Compliance:**
 - Maintained accurate employee records and ensured compliance with HR policies and regulations.
 - Handled documentation including contracts, agreements, and other legal requirements.
- **Induction and Onboarding:**
 - Facilitated effective induction programs to integrate new hires into the organization seamlessly.
 - Provided comprehensive training and orientation to new employees.

- ◆ **Shorea Softech Pvt Ltd - Okhla Phase -1, DELHI - Assitant Manager - HR (Reporting To CEO And Manager) - Handled The Team Of 8 People**

Roles And Responsibilities:-

- ◆ Staff Recruitment & Retention as per the norms
- ◆ Attendance Management
- ◆ Entry and Exit formalities
- ◆ Employee Counseling
- ◆ PF, ESI, Gratuity, Bonus, Compliance register as per the law
- ◆ Coordinating with all HR activities
- ◆ Generating Offer Letters
- ◆ Inductions And Training
- ◆ Taking First Round Interviews Of Top Level Management
- ◆ Taking Care Of All Kind Of Disputes To Be Resolved
- ◆ Time Management
- ◆ Documentation
- ◆ Organizing Events And Parties

- ◆ **INNOVATIONS HEAD HUNTING SERVICES — Faridabad -AM - HR - Handled The Team Of 5 People (March 2019 - 12 September 2022)**

Joined as a Executive - HR. Within 6 Months Promoted as a Sr. Talent Acquisition Expert After 1.4 Year Of serving the company I promoted as a Assistant Manager HR.

Job Responsibilities:-

- Recruitment
- Providing Training To The Employees
- Assigning Daily Routine Work To The Team
- Snatching The Efficient Work From Team
- Briefing Profile To The Employees In Deep
- Taking Regular Feedback From Clients
- Payroll and Attendance Handling
- Attendance & Leave Management
- On boarding & Off boarding formalities
- Employee Grievances
- Employee Engagement
- Salary Preparation
- File Management
- Manpower Budgeting
- Performance Analysis
- Coordinate Training with the brand
- Vendor Management
- Coordinating With Clients
- Performing Business Development Roles
- Documentation
- Induction And Training

◆ **Goodyear India Ltd (From December 2016 - January 2019)**

Joined as a CRM (Customer Relation Manager).

After 6 Months Promoted As A Team Leader.

Handling The Team Of 4 People.

Assigning the daily routine to team. Helping them in solving their queries.

Assigning field engineers to the customers complaints.

Making the daily routine of the field Engineers.

Academic Qualifications:

- Completed BBA From D A V Centenary College - Faridabad (Regular).
- Completed 12th From Gold Field Public School (CBSE) - Faridabad (Regular).
- Completed 10th From Gold Field Public School (CBSE) - Faridabad (Regular).

OF NOTE

Achievement:

- ◆ Won Many Awards For Skating
- ◆ Won Lawn Tennis Championship
- ◆ Awarded Many Times For Cricket
- ◆ Won Various Cricket Leagues
- ◆ Awarded 1st Prize In Class 10th

Computer Skills:

- ◆ MS Office (Word, Excel, PowerPoint, Access, Outlook)
- ◆ Internet Browsing

Personal Traits:

- ◆ Flexible to work in different working environment

Hobbies:

- ◆ Playing Indoor And Outdoor Games
- ◆ Travelling
- ◆ Cooking
- ◆ Hanging Out

Personal Details:

- ◆ Date of Birth 17 September 1995
- ◆ Gender MALE
- ◆ Marital Status MARRIED
- ◆ Language known English , Hindi & Punjabi
- ◆ Permanent Address NH-5/133 NIT Faridabad

Declaration:

The above information is correct to the best of my knowledge.

Thanking you and looking forward to get an opportunity to serve under your dynamic leadership and to serve my duties and honesty.

Place:

Date:

GAURAV KUMAR