**CURRICULUM VITAE**

**RAHUL SRIVASTAVA**

Babura, Nauperwa, Jaunpur (UP)

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**Career Summary**

* More than 8 years of experience in the field of HRM.
* Experienced in man power planning, recruitment, developing performance management system, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees, handling statutory compliance like esic and pf.
* Good communication and interpersonal skills.

**Key Skills**

* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Overall responsibility of man power planning and recruitments.
* Developing the induction programmes for the new recruits.
* Working out the compensation plan and policies.
* Conducting researches to study the current compensation trends in the market.
* Developing and implementing the performance appraisal system for the company and co-ordinating it with other line managers.
* Co-ordinating with finance department for processing of payments to employees.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Establishing a proper organizational structure.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Developing the exit process for the employees.
* Dealing with the final settlement of employees when they leave.
* Maintaining good internal communication within the company.
* Developing various reports for management which make it easy to make decisions regarding the current resources.
* Good knowledge in handling statutory compliance like esic and pf.

**Achievements**

* Settled the HR department for “KIRAN SOCIETY” company from scratch in 2015.
* Played Cricket at state level.
* Implemented the 360 degree performance appraisal system (KFA) for KIRAN SOCIETY company in 2015.

**Employers**

* Presently Working at Vision India as District Mnager
* Worked as HR Manager for “B.S GROUP.” NASHIK since Mar-2017.
* Worked as Manager -HR for “KIRAN SOCIETY.” VARANASI from April- 2014 to Jan-2017
* Worked as an Asst Manager-HR for J.D. Medicare pvt ltd DELHI from Dec 2005 to Dec 2012

**Educational Qualifications**

* MBA – HR from NATIONAL ACADEMY OF MANAGEMENT ,DEHRADUN in the year 2001.
* BSc in Physics,Maths,chemistry

**Computer Knowledge**

* Well versed with MS Office, Windows 2000, XP.

**Personal Details**

**Date of birth :** 15th FEB, 1978  
**Languages known :** English, Hindi,

**Mother’s Name** **:** Smt Nirmla Rani Srivastava

**Father’s Name :** Mr A.K.Srivastava

**Correspondence Address :** Babura, Nauperwa ,Jaunpur

DATE:

PLACE: RAHUL SRIVASTAVA