**CURRICULUM VITAE**

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**Ashish Kumar Katiyar**

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**HR PROFESSIONAL**

* HR professional with 11 years of experience in Corporate, Business HR and Plant HR with multinationals in various industries like Manufacturing, FMCG, Telecom, Service and IT.
* Experience in the entire gamut of HR including strategy, compensation and benefits, training and development, performance management, Statutory compliance / IR, Industrial dispute, talent management, personnel management, culture building interventions, change management.

**Key Skills**

* Strategic HR
* Compensation & Benefits
* PMS
* HR policies
* Training & Development
* Compliances & Industrial Relation
* General Administration
* Payroll Management
* Talent Acquisition

* Well conversant with People management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.
* To maintain and develop HR policies, ensuring compliance regulatory and to contribute to the development of the HR Function.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
* Demonstrated abilities in cementing healthy relationship with employees and management for leading workforce towards accomplishing business and corporate goals; expertise in conducting research on absenteeism & attrition.

**CAREER CHRONOLOGY**

**Current Company- Star Worldwide Group Aug’18 to till Date**

**Designation- Assistant Manager - HR**

**Location- Faridabad**

**Reporting- Director/ VP/CFO**

**Company Profile:- Group Company of International Relocation (Logistics/Warehousing) & IT service Industry having 127 cr. Turnover Globally.**

**AREA OF EXPERTISE**

**Strategic HR**

* Process improvements, developing new processes and procedures, facilitates effective implementation of new people management initiatives in designated business units and levels of the business as appropriate.
* Provides leadership in coordinating the activities of the HR Department to ensure compliance with all applicable laws, policies, regulations, and collective bargaining agreements.
* Formulated various HR policies & processes as per the present need of the organization and to improve employee morale & engagement; Revisited, updated, standardized various HR processes, systems and implemented changes across business.
* Provides consistent interpretation/application of HR policies and procedures across all locations.
* Formulating strategic annual business plans and conducting business performance / monthly & quarterly reviews; collaborated with senior management for successful manpower planning, resourcing and deploying expansion.
* Planning improvements initiatives to align culture and processes with the organization’s strategy, vision, mission and objectives.

**Talent Acquisition**

* Plays a role in designing, developing, and executing full cycle recruitment plans and talent sourcing strategies that guarantee the attraction, selection, and successful recruitment of potential talent. Close monitoring of direct reports and extensive coordination with Team.
* Facilitate complete documentation on-boarding process of New Hires and conducts Employee Exit Interviews across India.
* Coordinates the Background Verification process of candidates.
* Holding regular sessions to spread awareness regarding the Competency Framework, SMART KRAs for all employees and Hi-pot identification for leadership team.
* MIS– making monthly reports on Manpower gap, Manpower cost Analysis, Attrition rate, and other reports.

**Training and Development:**

* Design and delivery of behavioural trainings, facilitating certification workshops, supporting skills enhancement activities to ensure a successful professional development across the company.
* Maintain monthly training calendar & agenda for training program.
* Conduct internal and external training program (IT, Fire Training, First Aid Training, ISO awareness training, Women welfare training, Health & Safety and Social Awareness etc.).
* Coordinating with the subject matter expert Trainers and preparing the trainings schedule.

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| **Compensation & Benefits*** Analyzed compensation structure and policies of competitors and benchmarked organization and organized Compensation & Benefit survey by involving internal resources as well as by involving external consultant.
* Reviewed and aligned Compensation structure considering level of performances, promotions, policy changes, statutory regulations etc. and its impact on company revenue.
* Carrying out negotiations and solving the employee issues in relation to work & wage management disputes.
* Monetary reward paid that is contingent on discretion, performance, or results achieved. Forms of variable pay are bonuses and incentives.
* Processing policy request of company assets such as Car, Laptop, and Mobile etc.
* Managing employee benefits such as Group Mediclaim and Personal Accident Insurance policies.
* Monetary Office & Sales Staff TA Expenses making corrections on that as per policy.
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**Performance Management and Appraisal**

* Responsible to configure the tool, set up, train, and manage completion of end to end quarterly and annual performance management reviews of employees for the designated business units. Familiar on Competency Mapping and Assessment, Succession planning.
* Managing the appraisal process across the levels and establishing framework for substantiating the performance appraisal system linked to reward management.
* Identifying and defining key performance indicators to ensure increment, incentive & reward policies are based on agreed performance levels.
* Conducting performance reviews of members and providing feedback on areas of improvements.

**Compliances & Industrial Relation**

* Responsible for handling all Labour Compliance related activities, i.e., PF/ ESIC, etc.
* Negotiating and amicably settling disputes with the Union and maintaining discipline & harmonious working environment across all employee levels.
* Liaising with the Department of Labor and representing the organization in the Labor Court.
* Keeping proper records of all the compliance and producing them when required, such as external audit, Inspection, etc.

**Personnel/Payroll**

* Managing and monitoring attendance and leave management, strong understanding of employee salaries, deductions, reimbursements, and bonus pay-outs.
* Address and ensure timely resolution to employee queries related to payroll, attendance, leaves, deductions, bonus pay-outs and other compensation linked concerns.
* Works closely with Payroll team in developing, implementing, and evaluating ongoing HR/Payroll programs, functions and activities.
* Familiarity with working on HRIS software tools used by HR Team viz. Navision, Saral Pay and Data man.
* Administer employee personal data, documents, performance records, professional employment history and other employee records on employee self-service tool along with physical files. Strong focus on managing process oriented timely documentation.
* Experience in handling the employee separation and exit formalities as per the applicable standard policies.

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**Previous Organization’s: -**

1. **NATURE’S GROUP** (New Delhi/Gurgaon) **March’17 to Aug’18 (1.5 Years)**

**Company Profile: -** Leading Retail Cosmetic/FMCG Company of India was having 250 Cr. per annum turnover**.**

**Designation-** ASSISTANT MANAGER - HR

1. **JOSH GROUP** (New Delhi) **Nov’13 to Feb’17 (3.4 Years)**

**Company Profile: -**Telecommunication Manufacturing & Media Company was having200 Cr Turnover.

**Designation-**Sr. Executive HR & Admin

1. **MOHANI TEA LEAVES PVT. LTD.** (Kanpur) **June '10 to Oct’13 (3.5 Years)**

**Company Profile-**FMCG Company of India was having up to 300 Cr. Annual Turnover.

**Designation-** Sr. Executive- HR

**Qualifications**

**Professional & Academic**

* MBA (Distance Education) in Human Resources from Punjab Technical University (2013).
* Journalism & Mass Communication from Banaras Hindu University (2009-10).
* Graduation in year 2008 From C.S.J.M. University Kanpur.

**Technical**

* Worked on customized software on Payroll Modules Savior, Navision (ERP), Saral Pay and Spine.
* ‘O’ Level Diploma in Computer Application from CSJMU, Kanpur.

**Course Program Activity**

* Completed Research Project on “Awareness Level of students About the Diseases due to eating Fast Food” In Banaras Hindu University.

**Personal Details**

* Father’s name - Mr. Ashok Kumar Katiyar
* D.O. B - 26thMarch1988
* Sex - Male
* Marital Status - Married
* Notice period - 30 Days

**Declaration: -**

I hereby declare that the above information is true & flawless to the best of my knowledge.

**Place: -** **Date: -** **Ashish Kumar Katiyar**