#### Rajesh Kumar

#### 338, Sector - 3 Type - III,

#### Sadiq Nagar, New Delih - 110049

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#### Career Objective

#### I have rich experiences of almost 18 years in hand. I have worked with different industries & cultures in Corporate World like Air Force School, Bennett, Coleman & Co. Ltd. and Reliance Infocomm Working experience in multiple software’s including SAP, Kronos, Timescape, Corner stone etc. Looking forward to work with esteemed organization where I could utilize my hands on experience and contribute the best of me to the company.

#### Professional Credentials

**August 2019 till date with SRM Education & Financial Consultants Pvt. Ltd. as Sr. Manager**

Manpower Planning and Designing/Finalizing the Organization Structure.

Selection and Recruitment of best talents/professionals.

Implementation of HR Policies Performance Management System, Standard Operating Procedure and other HR practices.

Buildup & maintain strong business relationship

Grievance Settlements & Counseling of Employees with appropriate recommendations

Responsible for developing cost effective strategies to attract staff.

Consultancy services provided in medical sector

Recruitment for faculty and Medical representative on PAN India

Handling their big project of SRM Foundation & SR Educational Trust.

**December 2017 to July 2019 with Air Force School, Panchwati as HR cum Admin**

Handling of Admin department.

Streamline a new process/system to them

Recruitment, Statutory compliance

AMC & Vendor Management.

Policy implementation

Responsible for Leave, attendance and other allowances

Appoint labor/contractual employee.

Handling Housekeeping/Pantry

#### June 2008 to November 2017 Bennett, Coleman & Co. Ltd. as Consultant HR (HRSS).

**Key Responsibility Area**

Responsible for Regular and contractual employee engagement.

Handling vendor management.

Employee relationship and arrange good working atmosphere.

Handling attendance Management

Payroll management.

Responsible for end to end coordination and implementation following policies of HRD & dealing with external agencies/vendors in policy renewal.

Handling PAN India Club Mahindra and guest house booking independently.

Arranging Pre-Employment & Post-Employment health check-ups.

Organize official games competition for employees and even participate as a player/team player.

**Reliance Communications as a CRM**

**August 2000 to May’08**

**Key Responsibility Area**

Handling Top 10 corporate account.

Maintaining MIS and reporting to HOD

Client visit and resolve queries within SLA.

Authorized person to approve client waiver.

Handled team of 20-25 members

**Qualification Academic & Professional**

* Pursuing SAP-HR from HTS.
* MBA – HR from Rajasthan University
* Certificate in SAP-HR (OM & PM Module) from Times-Media ERA
* Kronos Times Management System from BCCL
* B.A (Pass) from Delhi University.
* Post Diploma in Software & Engineering form F-Tec.

Place: New Delhi

Date: **(Rajesh Kumar)**