



**Rahul Mathur**

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**Executive Summary**

Passionate, enthusiastic, proactive & go-getter Management professional with 6+ years of experience in managing a wide spectrum of Management with a leading BFSI and Healthcare company that includes: Talent Acquisition, Performance management, Recruitment.

**Strong Advisor credited with implementation of innovative path-braking initiatives to streamline processes & capitalize on organizational growth opportunities. Outstandingly skillful in managing end-to-end processes at different levels in a matrix structure and ensuring risk & compliance for the business.**

Adhered and acquired skills of dealing with the Subject Matter Experts (SME) in corporate world. I have proven effective in interaction with Consultants, Clients and identified as key member for setting up HR Systems and Processes.

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**CAREER PRÉCIS**

- MBA HR with 6+ Years of experience in Human Resource Management; Recruitment; Performance Management, Payroll & Employee Engagement/Policy & procedures.
- In my current profile, I manage hiring and program management of all the entry level programs – graduate/agile and any other campus related initiatives for DB India across entities.
- We run our graduate programs across premier institutes in the country from where we hire top talent
- Strong experience in recruitment of Campus recruitment, middle and top management level.
- Strong Experience in handling Pre and Post Launch HR Activities.
- Experience in implementing HR Systems and Policies, organizing Training Programs towards enhancing employee productivity and building committed teams.
- Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.
- Sound knowledge of computer applications including Microsoft office, internet application.

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**Career Highlights**

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**Deutsche Bank Pvt. Ltd.**

**Recruitment Manager**

**since Dec 2015 – Dec 2018**

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**Role:**

**Talent Acquisition:**

- Responsible for complete cycle of talent acquisition of graduate hiring for DB India.
- Ensuring adherence to the Recruitment Manual & revisiting the manual.
- Responsible for HR Business Partners and Line of Business leaders through cost effective key hiring strategies (i.e. bulk hiring, niche hiring, revisiting employee referral schemes, consultant empanelment, head hunting, creating databases of key roles by market mapping)

### **Campus Management:**

- Responsible for planning & execution of Trainee Analyst & Analyst level hiring from premier campuses in accordance with numbers finalised as per Business requirements which is identified and analyzed from the supply of the talent as a part of the Redeployment for DB India.
- Coordinating with premier campuses in regards to the dates, slot & schedule for presentations & final placements.
- Finalizing the panel (HOD's) for presentation & final placements visiting the campus as per the availability & requirement. Subsequently coordinating their plan for travel & stay
- Communicating the final selected candidates list to campus & coordinating with them for joining formalities

### **Consultant Management, Documentation HR Analytics & Group Reporting :**

- Maintaining effective & efficient database of all the candidates, their status, interview schedules and open/closed positions for all the business vertical
- Monthly preparation and delivery of all HR Metrics as per the defined framework by company.
- Ensure complete documentation & sending the daily, weekly and monthly recruitment report to the head of recruitment & hence keeping track of the recruitment objectives.
- Responsible for maintaining & updating recruitment related information like requisition tracker, Open position tracker, joining and attrition data, recruitment cost analysis data, risk management reports etc.

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**Mewar Hospital Pvt. Ltd.**

**Asst. Manager-HR**

**since Feb'14 to Sept 2015**

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#### **Role:**

- **Recruitment & Selection:** HR Consultant to the business on strategic issues such as people management, retention & Forecasting and Finalizing Manpower Requirement and Budgeting along with the Business Heads. Working closely with Managing Director and ramp up 9 - sites in Rajasthan, M.P & Gujrat region. Defining & Prepares strategies to meet the manpower requirements in line with the business plans that arise from time to time. Involved in joining formalities & inducting new joined employee familiar with the company's policies, procedure, culture, rules & regulations etc.
- **Performance Management System:** Evaluates the Performance Management System (PMS). Address all concerns around performance, compensation and benefits and ensured that all employees are aware of the benchmark in the industry. Manage/drive processes and support culture relating to mentoring, counseling, goal setting, performance feedback and career planning. Facilitated Performance Management by conducting orientation workshops for managers and employees, tracking completion.
- **Payroll Management:** Handling the payroll management through HIMS. This includes employee records maintenance, time office management, salary preparation, disbursements, record of unpaid wages etc, ensuring all statutory compliances pertaining to payroll.
- **HRIS:** Maintaining & preparing MIS on various employee data and other HR activities. And analyze the HR data.
- **Employee Relations & Employee Welfare:** Handling employee engagement activities through organizing various HR initiatives like games, birth day celebration, monthly HR news letter, health check up camp etc. Counseling/ grievance handling of the employees to maintain a healthy work environment and facilitating Employee Satisfaction Survey & community development activities. Attrition analysis and managing exits by ensuring all exists are tracked through exit interview and feedback by line managers.

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**Vasan Health Care Ltd.**

**Sr. Executive-HR**

**since Dec'12 to Feb'14**

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**Role:**

- Understanding the company's Talent Acquisition strategies and sourcing profiles which match the expected job responsibilities and business requirements..
- Sourcing of relevant profiles from various job boards like Naukri, Monster and social networking sites.
- Screening the profiles through telephonic interviews as per the JD and Roles provided.
- Screening the profiles of Vendors and TA according to the JD provided, and conducting a preliminary round of Interview with the Candidate.
- Maintain trackers, records, documentations.
- Coordinating with the candidates.
- Conducting HR Interview, Salary negotiations etc.
- Handling Payroll for 150 Employees.
- Induction program for new joinees,
- Leave Management.

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**Annkoot Agro Food.**

**Since May'12 to Dec'12**

**Executive-HR**

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**Role:** My primary responsibility is to Preparation & Analysis of Weekly & Monthly Reports on various activities in the organization. Handling HR activities for 500 plus manpower in the unit. Maintenance of employee's attendance and preparation of payroll for salary processing. Maintaining employee database and updating all the details like leaves late comings and absenteeism and statutory compliances like associates provident fund & ESIC deduction.

#### **Academic Credentials**

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⇒ **M.B.A** Specialized in HR from EILLM University - 2010-2012

⇒ **B.E** specialized in Computer Science from Raj. University, Rajasthan 2004-2008.

#### **Personal Dossier**

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Date of Birth : 04-01-1988

Languages : English, Hindi

Address : 19/602, Choupasani Hausing Board, Jodhpur.

Rajasthan – 342008

I hereby declare that the above written particulars are true to the best of my knowledge and belief. Additional and appropriate references will be furnished upon request

**Place:** Jodhpur

**Date:**

**Signature**