

RAHUL SHARMA

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*An enthusiastic & high energy driven professional targeting **mid-level** assignments in **HR Generalist Operations** with a reputed organisation; mastering in **HR Management**, highly knowledgeable in a wide variety of professional disciplines*

- A competent **HR professional** with **nearly 9+ years** of experience in **HR Operations/Payroll, Statutory Compliance** and **Administration**
- Currently associated with **Shree International at Noida** as **Manager HRBP**.
- Proficient in developing and executing key metrics for recruiting effectiveness and built systems for talent acquisition through scorecard
- Ensured employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents and handbooks for employee reference
- Possess insightful knowledge of **HR Practices, Provident Fund, ESI, HR Policies & Training, Induction Program** and **CRM**
- Gained exposure/knowledge in managing HR functions and reductions in force including employee communications, severance administration, employee relations and unemployment
- An analytical, focused and quality-oriented professional with an eye for detail

CORE COMPETENCIES

~ Talent Acquisition Programmes ~ Compensation/Payroll Management ~ Induction/Orientation
~ Policies & Procedures Implementation ~ Manpower Planning ~ HR Initiatives
~ Performance Appraisal ~ Training & Development ~ Liaison & Coordination

ORGANISATIONAL EXPERIENCE

Since Jan'20 **Shree International as Manager - HRBP**

May'18 - Dec' 19 **Spectrum Talent Management Pvt. Ltd. as Manager - HR**

Mar' 14 - Apr' 18 **Genius Consultants Ltd, New Delhi as Asst. Manager - HR**

Apr'11- Feb' 14 **Chaque Jour HR Services Pvt. Ltd., New Delhi as Sr. Executive-HR/Admin**

Aug'09 – Mar'11 **Sodexo, New Delhi as Jr.Executive – HR**

Key Result Areas:

- Recruitment - Sourcing & Validation, Coordination for final round interviews, CTC negotiation & issuance of offer, online reports Management.
- Induction of new joinings.
- Coordination with internal management & Ensure timely actions on Appointment letters; Training; Biometric & Attendance; Leave Management; Payroll Management; Appraisal; Employee Engagement Events; F&F;
- Admin Issues; Bills; Vendors Management; Asset Maintenance; Stationery; Courier; Electricity; Telephone - Landline & CUG and any other relevant assignments.
- Coordination with Corporate Legal & Compliance and ensure timely actions on any legality, speed Money negotiation with officials & approvals; Office Lease Issues.
- Coordination with FMS and ensure smooth Facilities & Security Operations
- Coordination with Systems & Vendors and ensure smooth functioning of Computers and Lease lines.
- Coordination with Corporate Accounts and ensure smooth Branch Petty Cash Management.

PREVIOUS EXPERIENCE

May' 18 - Dec' 19 **Spectrum Talent Management Pvt Ltd., Noida as Manager - HR**

Key Result Areas:

Client Relationship Management and Monitoring & Tracking Client deliverables.
Accountable for the ELC (Employee Life Cycle) for the employees deputed at the clients' locations.

Define and put in place the processes in field to ensure smooth client & Deputee delivery.
 Managing productivity and effectiveness of the team and Managing internal and external stakeholders.
 Define, communicate and follow up the qualitative, quantitative objectives for each member of the team and review/evaluate their performances.
 Identify process improvisations and drive the same within the team.
 Dispatch / Share invoice and Salary Payout on time.
 FNF and Payout & joining kit completion.
 Minimum Wages Compliance.
 Attendance adherence.
 Client Loss/ Region target / EW Growth.
 Attrition / People Management.

Mar' 14 - Apr' 18

Genius Consultants Ltd., New Delhi as Assistant Manager - HR

Key Result Areas:

Client Servicing.
 Issues and Grievances handling of Associates as well as clients
 Handling Joining formalities, Induction, Exit Interviews and F&F details.
 Preparing Offer letters, Appointment letters, Experience letter, Relieving letter, Transfer Letter, Increment Letter and Extension Letter etc.
 Handling Bank Accounts and New Account Opening, Bank account change.
 Preparing and Uploading KYC.
 Generation/Updation of IP No (ESIC)
 Updating PECAB and Aadhar No.
 Helping HRP Team for smooth processing of payroll.
 Maintain leave records of employees.
 Help payroll in Salary Disbursements and Reversal Disbursement.
 MIS and Reports (New Joiners, Headcount, Resigned etc details on weekly and monthly basis.)

Apr'11- Feb' 14

Chaque Jour HR Services Pvt. Ltd., New Delhi as Sr. Executive-HR

Key Result Areas:

- Responsible for all operational activities.
- Issuing offer/ appointment letters for all clients handled.
- Completion of Joining formalities for clients handled.
- Attendance collection and salary processing for the clients.
- Payment collection from the entire accounts/ clients handled.
- Manage delivery of HR service for the accounts/ clients handled.
- Ensuring appropriate resource allocation and risk mitigation while managing end-to-end process quality, customer satisfaction and costs.
- Mature service delivery through mature systems and process for the entire clients.
- Any other role and responsibility that the management may entrust with time to time.

Aug'09- Mar' 11

Sodexo, New Delhi as Jr. Executive-HR

Key Result Areas:

- Looking Compliance-PF and ESIC
- Disbursement of Salary and Claims
- ESI and Bank Account status of associates
- Reimbursement Invoice.(Travel Reimbursement)
- Reimbursement Transfer.
- Maintained ESI & PF for associates Data
- Handling Joining formalities, Induction, Exit Interviews and F&F.
- Preparing Offer letters & Appointment letters
- Company employee communication.
- Interviews coordination.
- Send reports to payroll. (New Joiners, Headcount and Resigned details on weekly and monthly basis.)
- Maintain leave records of employees

ACADEMIC DETAILS

- PGDM in Human Resources Management from BLS Institute of Management, Ghaziabad in 2009
- B. Com. from Delhi University, in 2006
- S.S.C. from VBPS (CBSE Board), Ghaziabad in 2003
- H.S.C. from VBPS (CBSE Board), Ghaziabad in 2001

CORPORATE TRAININGS

- Attended the following trainings:
 - ~Emphasis on Payrolls/Leaves
 - ~CTC break-up
 - ~Statutory Compliances
 - ~Employee Relations/Employee Engagement
 - ~Recruitment
 - ~Attrition/Retention Strategy
 - ~Induction/Orientation
 - ~Manpower Planning
 - ~Competency Mapping
 - ~Grievance Management

SUMMER TRAINING

Project Title: Performance Appraisal
Duration: 6 weeks; Duration (July – August' 2008)
Organisation: Bharat Electronics Ltd. Ghaziabad.

IT SKILLS

**One Year Diploma
Operating System
Applications** Computer Software Skills Development Programme
Dos, Windows 9x, 2000, XP
MS Word, MS Excel, MS PowerPoint, SQL

PERSONAL DETAILS

Name: Rahul Sharma
Father's Name: Mr. Prem Sharma
Date of Birth: February 23rd, 1985
Sex: Male
Nationality: Indian
Marital Status: Married
Hobbies: Listening to Music, Dance
Language Known: English, Hindi.
Permanent Address: E-1401, Jaipuria Sunrise Greens, 12-A Ahinsa Khand-1, Indirapuram, Ghaziabad-201014.

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date:

Place:

(Rahul Sharma)