

## Viplav Raj

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### JOB OBJECTIVE

I aspire to work with an organization which would offer me a progressive environment and would help me in learning, developing fulfilling organizational goals.

### PROFILE SUMMARY

- A competent professional with 5+Years' experience in HR Generalist activities
- Managing the entire life cycle of employees
- Responsible for On-boarding, employee hand-holding, employee relations, employee engagement etc.
- Well versed with employee welfare
- Ideating and revamping policies & procedures

### ORGANIZATIONAL EXPERIENCE

➤ **17<sup>th</sup> June, 19 - Till Date** **Globus Stores Pvt. Ltd., Mumbai as Assistant Manager**

#### Role:

- Manpower Planning & Recruitment
- Employee Engagement
  - Research & Analysis
  - Execution
- Employee Relations
  - Analyzing & preparing new policies as well as revamping earlier versions
  - Employee Feedback & hand-holding
  - Handling issues & grievances
  - HR Events and celebrations
  - In-house workshops & trainings
- Employee Communication
  - Employee Handbook / HR Manual
  - Company-wide emails, floating HR Newsletter, other communications
- Handling HRMS
- Handling PF & ESIC queries
- Employee Retention
- Employee Separation

➤ **2<sup>nd</sup> November, 15 - 14<sup>th</sup> June, 19** **Baggit India Pvt. Ltd., Mumbai as Senior Executive**

#### Role:

- Recruitment
- Pre & Post Joining formalities
- On-boarding
- On the Job feedback
- Employee Engagement
- Employee Relations
- Employee Communication
- Employee Grievances
- HR policy & procedures
- Medclaim benefits
- Employee Retention
- Employee Separation

➤ **9<sup>th</sup> March, 15 – 23<sup>rd</sup> October, 15**      **ASK-EHS Engineering & Consultants Pvt. Ltd., Surat as Executive**

**Role:**

- Recruitment
- Pre & Post Joining formalities
- On-boarding
- Employee Relations

➤ **7<sup>th</sup> February, 14 – 7<sup>th</sup> December, 14**      **ALPRO Panels, Patna as Executive**

**Role:**

- Recruitment
- Pre & Post Joining formalities
- On-boarding
- Employee Relations

**ACADEMIC DETAILS**

- MBA in Human Resources from SRM University with 7.91/10 CGPA
- BBA from Punjab Technical University with 67.51 %
- 10+2 from B. D. Public School with 60.80 %
- 10th from Patna Central School with 60.40%

**PROFESSIONAL SKILLS**

- Presentation skills
- Scheduling & Collaborating
- Analytical & logical skills
- Effective communication & soft skills
- Ability to work individually as well as in a team
- Organized & Flexible
- Maintaining confidentiality
- Knowledge of MS- Word, MS-Excel, MS-PowerPoint

**PERSONAL DETAILS**

Date of Birth:            01<sup>st</sup> July, 1987  
Languages Known:    English & Hindi