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| Rahul Abhishek rahulmshn@gmail.com www.linkedin.com/in/rahul-abhishek-21b42478 9304702615Anishabad, Patna C:\Users\USER\Downloads\icons8-employee-30.pngMale |
| I Am a young professional exposed and experienced with HR activities which includes Recruitment- End to End/complete life cycle Recruitment, Interviewing, Joining Formalities, Induction, Administration, PMS, Training, compensation, benefit plans, P.F, E.S.I.C, Gratuity, Pay roll, MS-excel, Fishbone Analysis, Retention, contact Labour management, Employee Engagement, excellent written & verbal communication & interpersonal skills, result oriented, MIS, Analytical, facilitation and presentation skills, public speaking, behavioral skills, & capability to instill the essence of traits among fellow workers. My outgoing and friendly nature allows me to communicate with both my co-workers and customers professionally, efficiently and with a great team oriented attitude. And I pride myself on bringing the right measure of enthusiasm into the equation. |
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# Experience

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| **Human Resource II Big Basket.Com 14th October 2019 To present.** **Role Performing** HR Generalist – 1. Payroll, Statutory Benefits, development of the organization’s personnel (employee orientation, development and training). Employee welfare, safety.
2. HR policy development and documentation in line with the company’s vision.
3. PMS \_ Up to Managerial Level.
4. Recruitment Staffing & Retention, Onboarding & Development.
5. Gather and analyze data with useful HR metrics, Organize quarterly and annual employee performance reviews.
6. Leading the Team for HRIS (Adrenaline & Darwin box)
7. Ensure compliance with labor regulations.
8. Attendance & Leave management System\_ “Smart Cloud “

**Assistant Manager HR II Mentors Eduserv. September 2018 to October 2019****Role Performing** 1. Recruitment Life Cycle Up to Asst. manager level. End to End Recruitment, Bulk Hiring
2. Reference Check, Joining and Exit Formalities, Induction, Full & final settlement, preparing Appointment letters & offer letters.
3. Performance management, Training & Development.
4. Payroll Management, Leave, Savior Attendance system , Manpower Expansion
5. Statutory Benefits I.E PF ESIC.
6. Working on ERP – Adrenaline.
7. Attrition & Retention, Employee Engagement, Reward & Recognition programs, Personal Management
8. Documentation & Report Writing , Policy & Plan making, Implementing the new ideas to develop the HR Matrix, day to day HR operations
9. Employees Grievance handling, Government Negotiation
10. Responsible to 450 Employees for HR related activities

**Officer (HR) |Tata Bhushan steel Ltd. Feb 2018 to August 2018** 1. Involves in recruitment processes, Recruitment Life Cycle Up to Asst. manager level.
2. Ensuring background and references checks. & Induction.
3. Participating in compensation & performing in Payroll, & employee engagement Program.
4. Benefit plan such PF & ESIC and gratuity.
5. Report writing, Responsible to Daily Attendance, Leave, & other daily Reports.
6. Administrative Support in various HR related topics. Working on ERP, MIS, savior attendance system & others.
7. Gather and analyze data with useful HR metrics. Maintain employee records (soft and hard copies), Update HR databases (e.g. new hires, separations, vacation and sick leaves).
8. Preparing HR documents i.e. memo, Note for approval, Departmental Job Responsibilities, Clearance Letter and Others.
9. Administrating contract workers, vendor management, and Labour management Collecting employment information and agencies workers enrollment information
10. Performing file audits to ensure that all required employee (contract & labor) is collected and maintained & reporting authority of all 14 time offices.

**Recruitment Executive | Ina solutions. September 2015 to August 2017** 1. Updated Job description and job specifications
2. Sourcing the candidates by using job portals “Naukri.com” and other leads imparted by senior or database or social media accordingly client requirement.
3. Screen candidates resume and job application. Conducted interviews using various reliable personal selection tools and methods
4. Lateral hiring & volume hiring

**HR Executive| Unique star information Media Pvt Ltd. June 2012 to August 2013**1. Recruitment/End to End/Bulk. complete recruitment life cycle
2. Sourcing candidates for the required position.
3. Updated Job description and job specifications
4. Joining & exit formalities, Induction and on- boarding
5. Participation in training on ERP and product.
6. Participation in PMS for marketing personal
7. Maintaining all official records, handling calls (client related & official).
8. Handling HR activities.... including training and others
9. Arranging the various training and development program.
10. Coordinating with other Branch office/ department.
11. Assisting HR manager in day to day activities.
12. Assisting HR team in their work.

**Administrative assistant| Mega remedies Pvt Ltd. January 2011 to March 2012** 1. Maintaining all official records, check and reply all emails on daily basis.
2. Updated attendance, leaves and keeping a track or record of same.
3. Searching the suitable candidate's as per requirement by submitted resume
4. Coordinate with sales team and key people's
5. Other task assigned by management

**News reader (Part Time) | Channel eye. August 2009 to September 2010**1. On screen news reading @television
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# Education

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| Lalit Narayan Mishra institute of economic development & social change, Patna 2013-2015MBA (HR), Full time 2 year's master in human resource management (MHRM) Program. B.R.A Bihar University B.B.M (Full time 3yr. Degree in Bachelor of business administration)  |
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# Skills

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| * Recruitment, Interviewing, Joining Formalities, induction, Training, Personnel Management, Administration.
* Compensation, benefit plans, Pay roll, Performance management.
* HRIMS, ERP, MIS, Well versed in computer system and internet technically.
 | * MS Office suite- Excel world, power point.
* Excellent written, verbal communication & interpersonal skills, result oriented, Analytical, Reporting.
* Facilitation and presentation skills, public speaking, behavioral skills.
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# Project

**Idea cellular**

**Topic: “performance management** “Wherein I learned how to Transparency into the system should be ensured through the discussion about the employees performance with the employee concerned and trying to find out the grey areas.

# leadership

Apart from my study, while studding I was engaged with “GOING TO SCHOOL” as **“TEAM LEAD”**.

# Achievement

* Certificate in **“Sketching competition** “by Sanskar Bharti & in **“Indian cultural Examination”** since 1999 to 2002 at school level
* Developed an excel format to easy handling for damage calculation of statutory benefits i.e. PF & ESIC, over time calculation for more than 2500 contract labors using excel formulas.
* Deal with labour Issues as per Factory Act.