

Raj Malhotra

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Seeking managerial assignments in Human Resource Management with an organization of high repute.

Professional Profile

Human Resource Management -	HR Professional with nearly 2 years of experience in handling Human Resource Management , Recruitment, Learning & Development , Industrial Relations and Statutory Compliance.
Recruitment / Selection -	Currently associated with company * , Agra Human Resource Coordinator
Compensation & Benefits-	Experience in handling modern HR Systems with skills in maintaining harmonious relation among management & employees as well as ensuring prompt resolution of employee's grievances.
MIS Administration -	Conversant with recruitment, induction programs, performance management and the exit interview process.
Learning & Development -	Experience in organizing internal and external training programs.
Statutory Compliance-	A keen communicator with the ability to relate to people across all hierarchical levels in the organization.

Career Contour :Since Feb'10 Company * , Agra

The Growth Path

Feb'10- Dec'11	Executive Development Trainee, City * in the Delhi, Worlds Best Destination City
Since Dec'11	Human Resource Coordinator , Company * , Agra

KEY DELIVERABLES

Recruitment , Resourcing & Development

- Executing policies for HR and employee welfare aiming towards development of human capital across the organization; coordinating in recruitment , selection, induction & orientation related process.
- Identifying future manpower requirement and designing plans for acquiring requisite skills and competencies.
- Overseeing all aspects of recruiting , right from understanding profile through Campus Interviews, Recruitment Consultants, Job portals and Advertisements; conducting wage and salary surveys.
- Lining up of interview and coordinating with higher authorities for selection & salary finalization.

MIS Operations

- Preparing the fortnightly manpower report for corporate office, Attrition & Turn- Over Analysis Report on monthly & yearly basis, KRA & updating skill matrix.

- Creating Organization and updating up of present and past employee database, updating office timing and maintaining leave, Comp-off & attendance of the employee.
- Conducting On-the-Job Program of the Staff & associate level.
- Supervising the filling up of feedback forms & analysis reports maintaining OOE analysis reports.
- Maintaining daily attendance with Time Tech; the Biometric Attendance Software, EPR, ESIC- Forms, Return & Challan and the Employment Exchange Return (ER1 & ER2).
- Monitoring late-coming, absenteeism & Present reports when required.

Performance Management / Compensation / Employee Relations

- Coordinating with self, peer & superior for appraisals, managing job-chat & midterm reviews.
- Preparing Salary with Prism; the Payroll Software, creating up of salary statements in regards to the working days & paid leaves.
- Taking various initiatives for the staff retention like building employees quarters, felicitation of employees on their completion of ten years of service.

Administrative Operations

- Maintaining employee's database and ensuring completion of personal files; formulating a competitive and future friendly approach to ensure retention.
- Handling the joining formalities like : Reference Checks, Collection of Personal & Professional Information, Bank Formalities, EPR, ESIC, Routine Medical Checkup and Med-Claims & Induction/ Orientation Programs.
- Providing adequate facilities to the new employee- I-Card, Uniform , etc.
- Developing disciplinary actions to be taken through designing up of memo, show-cause , enquiry, charge-sheet, etc. Monitoring shift roster, up keeping of lockers & staff cafeteria, handling staff accommodation & transportation.
- Managing events by organizing Functions, Meets, Get-Together and Seminars.
- Setting up of training calendars & man-hour with respect to each department's requirement.

ACCOMPLISHMENTS

- Acknowledged as Employee of the Month
- Actively been associated as a part of the Pre-Opening Team.
- Secured an excellent rating for over achieving targets, during the performance appraisal in 2010-2011

Trainings Attended

- Executive Development Programme in City * Delhi for 5 months
- Executive Development Progrmme in ISTA City 2

Academic Credentials

20**	MBA (HR & IR) from University of XXXX Scroing 80%.
20**	PGDCA from XXXXX, Delhi
20**	12th From CBSE Board Scoring 65%
19**	10th From CBSE Board Scoring 60%

Personal Miniature

Date of Birth : dd/mm/yy.

Present Address : XXXX, City

Permanent Address : XXXXX, City

Linguistic Abilities : English, Hindi, Punjabi