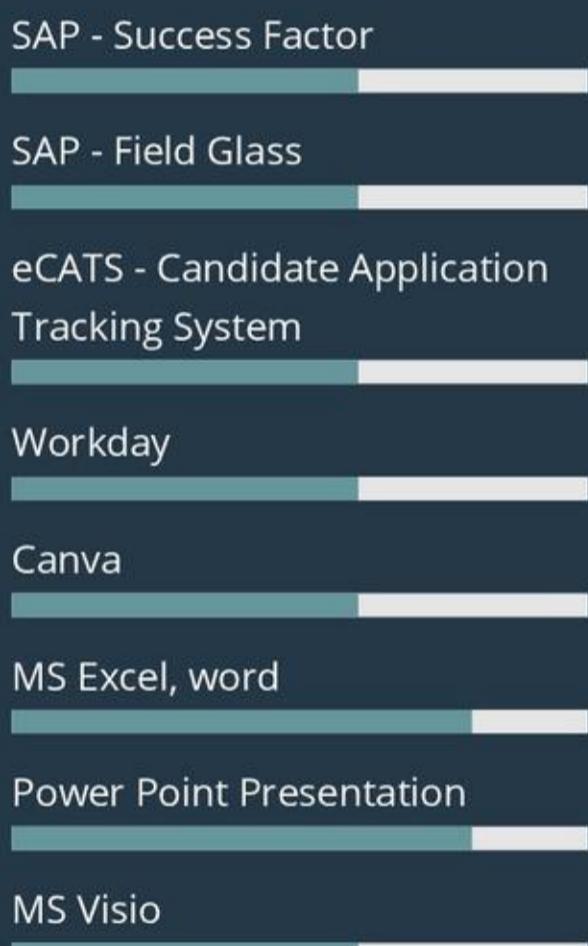




## CONTACT

info@resumekraft.com  
 202-555-0120  
 Chicago, Illinois, US  
 linkedin.com/resumekraft

## SKILLS



## LANGUAGES

English	<div style="width: 100%;"></div>
French	<div style="width: 80%;"></div>
Arabic	<div style="width: 60%;"></div>
German	<div style="width: 60%;"></div>

# RICHARD TIM

HUMAN RESOURCE PROFESSIONAL

## SUMMARY

A Human Resource Professional with 6+years of experience in sectors namely - Generic Pharmaceuticals, Critical Care Injectables, Medical Devices and FMCG. A speaker, counsellor and consultant.

## EXPERIENCE

**HR Manager** Sep 2019 - Present  
**Zydus Wellness Ltd**

- Partnering with Sales Managers of 4 businesses namely CPD, NL, Key Accounts & Modern Trade of North India.
- Counselling and consulting with suggestions and support to field & branch employees during organizational integration.
- Handling operating strength of north team and branch.
- Handling Talent acquisition of positions starting from SO, ASM and RSM levels.
- Planning and monitoring joining and onboarding of the new joinee.
- Drive the Induction process in the region for new joinees and ensuring thorough readiness of new joinees for role delivery.
- Ensuring timely execution of changed policies or procedures at branch level.
- Ensuring exit formalities to carry out seamlessly at branch.
- Taking exit feedback and maintaining the records.
- Handling grievances & concerns related to PF, mediclaim, leaves, expense claiming and others, of field employees.
- Ensuring employee engagement activities like birthday celebrations, festivals celebrations.
- Process owner of SHIKHAR program - PGDBA program for sales professional in collaboration with Symbiosis Distance Learning Pvt. Ltd.

**Deputy Manager** Apr 2018 - Sep 2019  
**Zydus Wellness Ltd.**

- Handled Talent acquisition of domestic business of CPD and NL at Pan India level.
- Worked on Talent Retention thoroughly with the help of counselling and consultation.
- Coordinated in employee life cycle mainly confirmation and appraisal.
- Planned field induction, onboarding and took feedbacks.
- Revamped organizational introduction induction PPT for New Joinee.
- Took exit interviews and feedbacks.
- Prepared and doing exit analysis monthly.
- Handled Talent Management â€“ LEAP program for field staff.
- Involved in Strategic hiring for head office.
- Prepared monthly Hiring, induction, operating strengths report of zones.