



CONTACT

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in linkedin.com/resumekraft

SKILLS

SAP - Success Factor

SAP - Field Glass

eCATS - Candidate Application
Tracking System

Workday

Canva

MS Excel, word

Power Point Presentation

MS Visio

LANGUAGES

English	●	●	●	●	●
French	●	●	●	●	●
Arabic	●	●	●	●	●
German	●	●	●	●	●

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 "LEAP" program for field staff.
- Involved in Strategic hiring for head office.
- Prepared monthly Hiring, induction, operating strengths report of zones.