

Raghav Kakkar

HR Generalist

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Goal-oriented and tech-savvy HR Generalist well-known for developing centralised programs and processes that boost overall corporate performance. Skills in creating and executing policies and processes, educating and developing employees, drafting personnel manuals, business policies, job descriptions, and management reports. Competent in working in a deadline-driven environment to meet internal and external customer commitments.

SKILLS

HR Department Startup | Staff Recruitment & Retention | Orientation & Onboarding | Employee Relations | HR Program/Project Management | Performance Management | Benefits Administration | HR Policies & Procedures | HRIS

EDUCATION

MBA (Human Resources) ► Symbiosis University

2013

BBA ► Guru Gobind Singh Indraprastha University

2009

EMPLOYMENT HISTORY

HR Generalist ► Pentair

2017 - 2021

- Assisted with all aspects of recruiting including posting positions, maintaining applicant tracking software, initial telephone screens of applicants, and scheduling interviews.
- Assisted with special projects and events such as staff retirements, holiday parties, Staff Appreciation Day, and the annual Anniversary event.
- Contributed to the administration of the firm-wide benefit programs, and monitored Professional Staff Handbooks and other employment documents.
- Participated in the planning and execution of associate events planned by the Human Resources Department.

HR Generalist ► Sunrise Job Consultancy

2015 - 2017

- Established and maintained effective relationships with corporate, field, and company stores division employees.
- Performed full-cycle recruitment, onboarding, employee maintenance, and offboarding.
- Provided consultation on the performance management process including counseling, career development, and disciplinary action for staff.
- Created and maintained current and accurate job descriptions.
- Provided consultation in employee or labor relations issues by conducting investigations on complex employee relations issues or complaints.
- Supported with implementing company policies, practices, and processes, adhering to employee handbooks.
- Facilitated the development and administration of programs to assist management to align the workforce with strategic goals.

HR Assistant ► Emprise HR

2013 - 2014

- Generated important letters and memos to be sent out to all employees in a timely manner.
- Ensured complete functionality of office machinery; scheduled service appointments and preventative maintenance.
- Interviewed and screened applicants, entered information in a database for the corporate office.
- Provided administrative support for performance management program and payroll-related employment data.

COMMUNITY CONTRIBUTIONS

Habitat for Humanity ► Volunteer

- Helped build a house for a family in need
- Worked with a diverse group of volunteers