**RITESH RANJAN**

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**Career Objective:** To be part of a global organization with a challenging and innovative environment which best utilizes my efficiency and creativity.

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| ***Professional Snapshot*** |

* MBA graduate specialized in HR and Marketing with 4+ years overall experience.
* A quick learner with ability to work under pressure and meet stringent deadlines on consistent basis.
* Very good analytical skills in terms of understanding business requirements and preparing solution documents to meet the requirements.
* Exceptional interpersonal & communication skills within the team.
* Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, HR records management, HR policies development.
* Demonstrated success in negotiating win-win compromises, developing team-building programs, and writing personnel manuals, corporate policies, job descriptions and management reports.
* Adaptable and a quick learner; possess skills to work under pressure.
* Highly Organized and Dedicated.

**Key Achievements:**

* Promoted to the position of Team Lead for an outstanding performance during the year 2011.
* Awarded as “Back Bone of Organization”.
* Received Appreciation mails from Senior Managers and Manegments.

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| ***Professional Enhancement*** |

* Working as **Team Lead** at Tranzsys, Bangalore from June 2010 to till date.
* Worked as **Management trainee Executive** at Edelweiss Capital, Bangalore from Sep. 2009 to May 2010.
* Worked as **Management trainee Executive** at Heritage Food India Ltd., Bangalore from March 2009 to July 2009.

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| ***Employment History*** |

**Current Company** **:** **Tranzsys**, Bangalore

**Duration** **:** July 2010 to Till date

**Designation** **:** HR Team Lead

Organization Description: Tranzsys is a RPO (Recruitment Process Outsourcing) which provides Staffing solutions for IT Companies and supplements the Talent Acquisition functions in Organizations.

**Responsibilities**

* Design, implement, and facilitate annual hr business plan for the firm.  Support and facilitate development and implementation of section business plans.
* Manages all stages of administration work schedules of business.
* Fixation of Designation & Salary to be offered in comparison with the internal benchmarking of similar employees within the company.
* Recommends new HR policies or procedures as necessary.
* Understand business direction and needs and develop solutions, roadmaps and assessment of potential business impacts.
* Plan for employee’s performance appraisal; develop tools for appraisal, job evaluation and development.
* Responsible for end to end hiring from understanding the client requirement to getting the relevant profiles from various sources like advertisements, job portals and referrals.
* Manage new joiners on-boarding (issuing appointment letters, conducting induction program, performing background verification, handling documentation, preparing salary data etc.)
* Handling associates queries with regard to HR policies, opportunities for promotion and compensation related issues.
* Organizing the company events on a regular basis like Team outings.
* Updating employee related information in the company intranet like service completion announcements etc.
* Ensuring all personnel records are maintained timely and accurately (such as hires, promotions, transfers, performance reviews and terminations)
* Prepares employee relieving letters and related documentation, and conducts exit interviews to determine reason(s) behind separations
* Prepares required information to the payroll like date of resignations and salary deduction data.
* Learning and Development
* Responsible for end to end recruitment with the whole HR integration and talent acquisition team to deliver the industry's best pool for the client.
* Planned and executed weekend and weekday recruitment drives.
* Handling employee referrals and addressing the queries of the employees.
* Preparing reports & other statements with a view to apprise management of the recruitment operations.
* Releasing offer letters and negotiating salary with shortlisted candidates.
* To keep business updated about would be joiners’ and declines.
* Issuing of Offer letters and appointment letters during the time of joining.

**Previous Company :** **Edelweiss Capital Ltd.**, Bangalore.

**Duration :** Sep. 2009 to June 2010

**Designation :** Trainee Executive

**Organization Description:** Edelweiss Capital delivers a comprehensive range of commercial trading products and services for corporate clients and financial institutions, including domestic and cross-border payments, professional risk management and international trade financing.

**Responsibilities:**

* Maintaining and developing relationships with existing customers via meetings, telephone calls and emails.
* Visiting potential customers to prospect for new business.
* Acting as a contact between a company and its existing and potential markets.
* Negotiating the terms of an agreement and closing sales.
* Gathering market and customer information.
* Representing the organization at trade exhibitions, events and demonstrations.
* Negotiating variations in price, delivery and specifications with managers.
* Advising on forthcoming product developments and discussing special promotions.
* Recording sales and order information and sending copies to the sales office.
* Gaining a clear understanding of customers' businesses and requirements.
* Feeding future buying trends back to employers.

**Previous Company :** **Heritage Food’s India Ltd.,** Bangalore.

**Duration :** March 2009 to June 2009

**Designation :** Trainee Executive

**Responsibilities :**

* Deal directly with customers by face to face.
* Respond promptly to customer inquiries
* Handle and resolve customer complaints
* Obtain and evaluate all relevant information to handle inquiries and complaints
* Perform customer verifications
* Process orders, forms, applications and requests
* Direct requests and unresolved issues to the designated resource
* Manage administration
* Communicate and coordinate with internal departments

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| **Educational Qualifications** |

**MBA** in **Marketing**

Madurai Kamaraj University, Secured 65%

**PGDM in HR**

Bangalore School Of Business, Secured 68%

**Graduation** in Mathematics, Secured 73.1%

**12th** from JagLal Rai college, Chapra, Bihar Board. Secured 76.2%.

**10th** from, Patna, CBSE Board. Secured 47.8%.

***Technical Skills***

* Proficient in MS Office.
* DATABASE: MS Access.

***Extra Curricular Activities***

* Actively participated in cultural activities at school level.
* First class with distinction in 12th and in Degree (Mathematics).

***Hobbies***

* Watching Movies
* Listening Songs
* Cooking

***Personal Dossier***

**Father’s Name :** Dr. (Prof.) Om Prakash Gupta

**Present Address :** Flat No. F-1/2-15, Surya Enclave Apartment, 5th Cross, 8th Main, Bannerghatta Cross Road, BTM 1st Stage, Bangalore - 560076

**Permanent Address :** C/o Dr. (Prof.) Om Prakash Gupta, Opposite Guddi Furniture, KatahariBag, Chapra, Bihar PIN 841301

**Marital Status :** Married

**Language known :** English & Hindi

**Nationality :** Indian

**References :** Can be provided

**(RITESH RANJAN)**