

RAHUL RAIZADA

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Profile Summary

- Experienced HR professional with a strong track record in developing and implementing HR strategies that align with organizational goals and enhance workplace productivity.
- Proven ability to resolve complex employee relations issues, drive performance management processes, and foster a positive work. Culture that supports talent retention and engagement.
- Skilled in leading HR operations across diverse functions, including talent acquisition, training and development, compensation and benefits, and compliance management.
- Adept at partnering with leadership to provide strategic insights, improve HR policies, and execute global HR initiatives that drive organizational success.
- Strong grasp of HR concepts especially in the domain of organizational behavior, employee relations, grievance handling, change management and employee engagement

Skills Core Competencies

- Talent Management
- Onboarding, Induction, Orientation.
- Performance Management.
- Training & Development.
- Employee Connect.
- Conflict Resolution.
- Grievance handling.
- Stake holder management.
- Employee Engagement.
- Strategic Human Resource planning.
- Change Management.
- Employee Relations.
- Exit Interviews.
- Employees Query Handling.
- Employee Satisfaction Survey.
- Employee Attendance tracking.
- Managing Employee data in HRIS tool SAP Success factors & KEKA.
- Prepare HRMIS.
- HR Compliance, Statutory Compliance.
- Rewards & Recognition.
- Business Partnering.
- New policy's development & Implementation.
- Retention Management.
- Helping Business in all aspects.

WORKING EXPERIENCE

❖ **Company: Guhilot enterprises pvt .ltd**

Guhilot group was established in the year 1987 with interests in education, Information technology and healthcare.

Starting with education space in 1987 and subsequently making foray into IT and healthcare in the year 1999.

Duration: February 2025 to present Designation: Sr. Manager HR

❖ **Company: SGS Technical services pvt .ltd**

Software Galaxy Systems, LLC (SGS Consulting) is a Contingent Workforce Services organization providing a broad range of integrated suite of services through our global delivery platform. SGS brings unparalleled innovative talent management strategies to empower its clients to stay focused on growth of their core business.

Duration: September 2022 to February 2025 Designation: Manager HR

❖ **Company: BYJU'S (Think & learn Pvt Ltd)**

BYJU'S is India's largest ed-tech company and the creator of India's most loved school learning app. Launched in 2015 BYJU'S offers highly personalized and effective learning programs for classes 1-12 (K-12), and aspirants of competitive exams like JEE, IAS etc. With 100 million registered students and 3.5 million paid subscriptions,

Duration: Nov 2019 till Sep 2022 Designation: Human Resource Business Partner (HRBP)

❖ **Company: TATA Steel LTD.- Wire division**

Tata Steel Global Wires (TSGW) Business of The Tata Steel Ltd. is amongst the largest steel wire manufacturers in the world, with established dominance in India and Thailand.

Duration: Aug 2016 to Nov 2019 Designation: Sr. officer HR (Plant & Corporate)

❖ **Company: Makson Health Care Pvt Ltd (Cadbury Unit)**

Established in 1926, Makson has grown from a humble start to a level where it has repeatedly outperformed customers expectation by providing exceptional quality of machines at most economical rates.

Duration: Jul 2015 to Jul 2016 Designation: Sr. Executive HR

❖ **Company: JK Tyre and industries limited**

Established in 1874, The company is the market leader in Truck/Bus Radial tyres in India and is the only tyres manufacturer offering the entire range of 4-wheeler radial tyres for trucks, Buses & Cars

Duration: June 2012 to Mar 2015 Designation: Assistant officer HR & IR.

Career Highlights

- Looking after talent management.
- Ensure smooth onboarding and taking induction training of newly Joined employees.
- Managing employees connect by regular one-on-one & skip-level meetings.
- Working with line managers and employees to address all types of employee relation issues. Fairly representing all interests.
- Prepare Daily/Monthly Employee data & send it to concern stakeholders.
- Stake holder management.
- Responsible for effective execution of monthly & Quarterly training programs.
- Identify training needs of the employees, Preparing Annual/Monthly training calendar & execute the same.
- Taking training feedback & doing training effectiveness of all training programs.
- Maintaining training records of the employees for analysis & audit purposes.
- Promotes employee well-being, culture and diversity with various organizational initiatives.
- Review and analyze business metrics including data on retention, attrition management and employee experience in order to recommend systematic improvements.
- Leaves Management of employees.
- Weekly Attendance Tracking of employees and providing on time data to payroll team.
- HR Compliance & Disciplinary Actions.
- Managing Contract manpower.
- Completing exit formalities of exited employees conducting exit interview & analysis.
- Taking time to time feedback from managers on performance of employees.
- Facilitate the activities of performance appraisal, Job evaluation, compensation, promotion, career & succession planning.
- Motivating Employees.
- Educate Team leads, managers & team on different company policies.
- Consult with line management & offer HR related advice.
- Conducting monthly rewards & recognitions.
- Conducting Monthly employee engagement activities to keep employees motivated.
- Conduct Employee satisfaction survey.

PROFESSIONAL & ACADEMIC QUALIFICATION

Professional Qualification:

- PGDM in HR and Marketing Management from Indore Management Institute (M.P.) in 2012.

Academic Qualification:

- B.Com from Extol College Bhopal Barkatullah University in 2008

CORE COMPETENCIES

- Communication
- Problem Solving
- Adaptability
- Leadership
- Critical Thinking
- Time Management
- Creativity

Technical Skills

- MS Office
- Excel, Word & Outlook.