

Jaideep Singh Rathore

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Profile Summary

- A dynamic HR professional with over 13 years of experience with exposure to handle complete HR gamut. Holding experience in Talent Acquisition, Talent Management Talent Engagement, Employee Relations, Performance Management, Manpower Budgeting.
- Skilled in managing large workforces, maintaining peaceful & amicable work environment in the organization; and in initiating measures with key focus on top line profitability by ensuring optimal utilization of resources. Addressing employee grievances and maintaining healthy relations among management & employees and developing discipline enforcement and employee engagement. An effective leader with excellent communication, negotiation and relationship building skills.

KEY SKILLS

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| • Human Resource Management. | • Talent Acquisition | • Performance Management |
| • Employee Engagement | • Manpower Budgeting | • Talent Retention |
| • Talent Management | • Employee Relations | • Payroll Management |

CAREER CONTOUR

RCM Business – Lead Talent Acquisition - HR Manager – India Since Jan '2023 to till date..

Role Brief: Lead Talent Acquisition for pan India location for all roles in retail, manufacturing, Marketing, SCM, IT, Finance, Training, Business Development, Ecommerce, Packaging, Inventory etc

- Talent Pool Plan & Recruitment within TAT by Campus | Projects | Intern | Govt. Scheme | NAPS/ NATS | & Job portals like Naukri, Linkdin, Indeed, Glassdoor, Internshala, Hirect, TimesJobs etc
- Recruitment dashboard update, daily HR Team review meeting, hiring TAT to be defined and improved
- Creating Pool of Sources - IJP, Emp. References, Consultancy tie ups, Skill Centers etc.
- Talent Acquisition - Database creation for all roles and candidates.
- Creating Job description for all roles, accurate & real-time MIS/RCT
- Preparation of Interview assessment form, Competency framework, App. letter, compensation structure.
- Reportee Development - Team training on Social media usability, hiring portals & behavior improvement etc.
- Retention - Control of infant mortality.
- Lead the execution of talent review and the succession planning process for entire organization.
- Prepare and implement new HR policies as required by the management.
- Support the development and implementation of talent management programs and processes that grow organizational capability through employee engagement, PMS etc.
- Track and document PMS scores and report to management with intention to regulate performance and control hiring.
- Identify under- and top-performing talent from each department and work in conjunction with department heads and their line-in charge/heads to do so, and creating a PIP (performance improvement plan)
- Keep abreast of talent management best practices, determine where it would benefit employees and people leaders to recommend certain best practices and oversee their adoption.
- Oversee the implementation of HR policies and perform regular/ periodic monitoring & review.
- Ensure managers and employees have a mobility experience that is transparent, inclusive, and helps them feel prepared throughout the entire process.
- On Boarding and Settling - Launch Inductions Program -30-60-90 - Feedback discussion.
- Employment Branding - All internal employees joined on Linkdin - Social media platforms & rating at Glass door etc.

MAX Retail Division- Cluster HR - Assistant Manager (Rajasthan) Since August '2017 to Dec'2022

Role Brief: HR Business Partner for 300+ manpower at Stores of North Region (11 Retail stores –Rajasthan)

- Understand and track the budgeted versus actual manpower budgets for the financial year and highlight deviations
- Coordinate with the Operations team to close all open positions at the stores as per the TAT
- Coordinate with consultants, institutes and other sources to close positions
- Network and visit competition and similar businesses to identify talent
- Working on manpower budgeting and finalizing the count of manpower required as per manning norms.
- Planning & Execution of store wise manpower for all stores as per business requirement.
- Responsible for employee store productivity & doing the monthly business analysis based on productivity & KPI achievements, presenting the same during monthly business review meet along with Area Business Manager.
- Submit payroll data to RO as per the defined timelines
- Maintain employee records & personal files as per the defined process
- Initiate transfer process, F&F documents of resigned and absconding cases to RO as per timelines
- Conduct exit interviews for store employees as per guidelines
- Ensure all stores have biometric machines, attendance of employees is regularized and authorized on a weekly basis and all required attendance reports are generated as per timelines
- Prepare, analyses and submit all required store MIS reports as per timelines
- Audit employee data in people apps, statutory compliance & employee files as per guidelines given by RO and CO Ensure New joiner's Goal Setting is done as per KRA's
- Ensure Mid-Year Review of all employee & Prepare Bell curve during final appraisal
- Understand and orient the Operations team on the engagement process note
- Implement employee engagement and R&R calendar activities as per the guidelines received from Corporate Office
- Undertake regular store visits to understand employee queries and grievances and address the same
- Coordinate with & support Operations and training team on developmental programs for all employees at the store
- Interact with the store team regularly (both at a formal and informal level) to understand the pulse of the employees
- Ensure all employees are covered under statutory benefits
- Ensure all eligible employees have ESIC cards
- Ensure all statutory records, licenses and abstracts are maintained at stores
- Coordinate with the consultants for any pending licenses and abstracts
- Plan and drive store level and region level employee engagement activities etc..

Lifestyle Int. Pvt. Ltd – Store HR Head (Since Jun '2010 - May-2014)

Role in HR Operations

- Handling Talent Acquisition by interviewing and short-listing potential candidates as per the employment possibilities of the organization.
- Issuing appointment letter & Placement letter to newly joined staff.
- Responsible for Bank Account opening, ID cards Issue, PF & ESIC formalities of all new employees
- Documentation & On Boarding formalities of newly recruited Staff at all levels.
- Handling Employee Engagement activities by conducting regular employee engagement programs in terms of increasing the productivity, controlling attrition, involving motivating &rewarding employees.
- Handling Employee Relations by acting as a link between all the employees, solving employee grievances and providing necessary solutions to the employee issue.
- Handling Employee Database.
- Ensure every employee is given uniforms as per the prescribed norms on the day of joining.
- Plan & Implement welfare programs & activities for the staff as per the calendar
- Ensure that the Long service awards are conferred to the employees on time as per the guidelines of the organization.
- Ensure every employee has a leave record and the same is regularly updated in the leave records as well as in the HRMS/RAMCO.
- MIS and Reports, Attendance, Payroll and Salary Advances/Loans
- Exit Interview/Formalities, Performance Management (Goal Setting, PIT stop & Final appraisal) etc..

Role Highlights

- Identify, short-list, interview (first round) and calling short-list candidates for different positions as per the company requirement.
- Coordinate interviews for short-listed candidates with the concerned seniors.
- Issuing the Terms & Conditions form to the finally selected candidates.
- Upload the postings for various positions on the various job portals and refresh them at all regular intervals/as and when required.
- Screening the resumes of candidates from the database of other job portals.
- Handling Business development of the organization.
- Handling meetings with the HR of various companies for campus placements.
- Follow up with candidates & Company to deposit half of the 1st salary after selection.
- Hunting for companies' vacancies and fixing candidates 'interview.

ACADEMIA

PGDM – HR & Marketing (2007-2009) - Asia Pacific Institute of Management Studies, **New Delhi.**

MBA – HR & Marketing – (2007-2009) – PTU – Punjab Technical University -

Bachelor of Arts (Economics) (2005) Jodhpur University

Senior Secondary: (PCM - Science-Maths) – 2002 – New Govt. Jodhpur

Secondary: 2000 – Maheshwari Sr. Sec. School. Jodhpur

PERSONAL DOSSIER

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| - Contact Address | : E-71, Opp. Science Park, Shastri Nagar, Jaipur -302001 |
| - Proficiency | : English, Hindi, Rajasthani |
| - Father | : Dr. G.S.Rathore (C.M.H.O) |
| - Marital Status | : Married |
| - DOB | :21 Aug 1983 |
| - Inspiring Personality | : GSSY Ram Lal ji Siyag. |

DATE:

Jaideep Singh Rathore