

Kshitij Kumar

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PROFESSIONAL EXPERIENCE

Company – JK Cement Ltd

**Role:- Assistant
Manager-HR**

(Dec 2021 to till date)

Working as an Assistant Manager –HR with JK Cement Ltd. (Head Office-Gurugram) Dec-2021 to till date.

Talent Acquisition:-

- Determining current staffing needs and producing forecasts
- Developing talent acquisition strategies and hiring plans
- Perform sourcing to fill open positions and anticipate future needs.
- Effective use of various tools for Sourcing-LinkedIn, networking, headhunting, portals like Naukri etc.
- Plan and conduct recruitment and selection processes (interviews, screening calls etc.)
- Take steps to ensure positive candidate experience
- Supervise recruiting personnel
- Innovate on hiring practices by using new methods or channels. Keep a lookout for talent available in the market and plan accordingly.
- Handling Campus hiring, lateral hiring & bulk hiring (through drive & walk-in interviews).
- Monitor market trends in hiring practices and ensure our strategy is in line with the market
- Develop relationships with third-party recruitment agencies and staffing firms
- Recruiting for junior and mid-level mandates across grey, white and plant
- Partnering with stakeholder and HODs.

Generalist:-

- Creating Offer Letter.
- Responsible for on boarding of employees thereby helping their smooth transition into the organization.
- Running separation on portal (HRPB Support).
- Maintain MIS of current employees.
- Update MIS on monthly bases for various Positions.
- Collate the MIS for PAN India for offered positions.

Company – Astral Ltd

Role:- HR- Executive

(May 2018 to Dec 2021)

Worked as Hr.-Executive with Astral Ltd. (Head Office-Ahmedabad) May-2018 to till date.

Talent Acquisition: -

- Handling recruitment of **(Astral Ltd)** for Pan India.
- Handling Recruitment for PAN India for junior to senior position.
- Handling Marketing & Non-Marketing profile (including Plants)
- Identifying the capability of candidates to achieve the goals and meet out the requirement of the assign job.
- Screening CV according to Job description.
- Taking Telephonic interviews for PAN India including Nepal.
- Preparing the HR assessment of a candidate through telephonic or face to face conversation
- Assessing candidate's skills according to the job requirement as per set by company norms.

- Organizing all the joining responsibilities of candidates till the final process. (Issuing offerletter, joining formalities till the last step)
- Taking the exits interview of the candidates to enhance the working environment of the organization.

Generalist:-

- Creating Offer Letter, Appointment Letters, Relieving & Experience letter.
- Handling Employee engagement, arranging conference, Meetings & Birthday Parties of Employees.
- Maintain MIS of current employees.
- Update MIS on monthly bases for various Positions.
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Company –Weather Risk Management Services Pvt. Ltd.

Role:- HR- Officer

(August. 17 to May 2018)

Worked as a Hr- Officer at Weather Risk Management Services Pvt. Ltd. (Kanpur Head Office) Aug-2017as of now.

Talent Acquisition:-

- Handling recruitment of Weather Risk Management Services Pvt. Ltd. for Pan India.
- Identifying the capability of candidates to achieve the goals and meet out the requirement of the assign job.
- Preparing the HR assessment of a candidate through telephonic or face to face conversation
- Assessing candidate's skills according to the job requirement as per set by company norms.
- Organizing all the joining responsibilities of candidates till the final process. (Issuing offer letter, joining formalities till the last step)
- Taking the exits interview of the candidates to enhance the working environment of the organization.

Generalist:-

- Creating Offer Letter, Appointment Letters, Relieving & Experience letter.
- Handling Employee engagement, arranging conference, Meetings & Birthday Parties of Employees.
- Maintain MIS of current employees.
- Drafting the termination letter, reminders letter to absconding candidates.
- Update MIS on monthly bases for various Positions.
- Uploading the details on attendance portal & Create employee code
- Extract the attendance from Bio- Metric & share with concern person.

Company – JK Cement Ltd.(Sigma Staffing Solutions Pvt. Ltd.)

Role:- HR Support Executive

(Dec 2015- Aug 2017)

Recruitment

Worked as HR- Executive at JK Cement Ltd. (Kanpur Head Office) on third party pay rolls form Dec2015 to Aug-2017.

- Handling recruitment of J.K. Cement for Pan India. (Junior to Senior Profile)
- Identifying the capability of candidates to achieve the goals and meet out the requirement of the assign job.
- Preparing the HR assessment of a candidate through telephonic or face to face conversation.
- Assessing candidate's skills according to the job requirement as per set by company norms.
- Organizing all the joining responsibilities of candidates till the final process. (Issuing offerletter joining formalities till the last step for off role employees)
- Organizing the interviews for various profiles for J.k. Cement Ltd.
- Taking the exits interview of the candidates to enhance the working environment of the organization.
- Update MIS on monthly bases for various Positions and report to the corporate Hr of JK Cement foreasy tracing of candidates according to their accountability.

Recruiter

Worked in a Team of Recruiters in MGS Solutions Pvt. Ltd. From July' 12th, 2014 to December 2015.

- Highly effective in utilizing best practices in recruiting; and establishing relationship through, headhunting, using database, job portals (Naukri.Com) and references (external & internal both).
- Preparing assessment of candidates through telephonic.
- Done a step by step quality analysis of the skills of the candidates according to the job requirement.
- Pre-screen candidates over the phone to qualify for open requisitions. Responsible for Organizing technical interviews, coordination with the clients/managers for feedback, reference checking, doing back ground checks and organization of complete hiring process.
- Handling the recruitment of 92.7 Big FM (Reliance) for Pan India, Dainik Bhaskar for Mumbai, News-X Channel Delhi. Apart from this seeking the recruitment of Thomas Cook (Bangalore) and Prop-Tiger (Real Estate) at Noida.
- Identifying the candidate potential where he/she will meet all the eligibility criteria of desirous position.
- Coordinating with clients and candidates through phone and E-mail.
- Screening the quality and skills of the candidates according to the job requirement as per set by the company.
- Assess candidates over the phone to qualify for open requisitions. Responsible for Organizing interviews, coordination with the clients/managers for feedback, reference checking, doing backgroundchecks and organization of complete hiring process.

SCHOLASTICS

- **MBA (HR & Finance)** in 2011.
- **B. Com** from C.S.J.M. University, Kanpur in 2007.
- **S.S.C** from D.M.U.Inter College, Kanpur in 2004.
- **H.S.C** from Dr.V.S.S.SEC School, Kanpur in 2002

Personal Vitae

Father's Name : Mr. S.N Srivastav
Date of Birth : 18/12/1986
Marital Status : Single
Current Address : DLF Phase II,
Gurugram.
Language Known : English, Hindi
Native : Kanpur (Uttar Pradesh)

