



Rahul Attri

Assistant manager HR



Email

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Mobile

9785019966



Total work experience

9 Years 0 Month



Social Link

<https://www.linkedin.com/in/rahul-attri-35a20136>



About me

Assistant Manager HR-(Talent Acquisition-Corporate & Plant) (MBA - HR and MSW- master of social work & B.tech Automobile) with 9+ years experience in Automobile and Chemical and Textile, leather Industry. Now I'm taking care of 3 Manufacturing units



Core Competencies

Apprentice

★★★★★

Group Insurance

★★★★★

Recruitment cycle

★★★★★

Talent Acquisition

★★★★★

Sourcing

★★★★★

Screening

★★★★★

Shortlisting

★★★★★

HR

★★★★★

Job Posting

★★★★★



Profile Summary

9667241752 HR - Human resource - 9 years of experience in talent acquisition, on boarding, recruitment, camps hiring, white and Blue collars, CSR Management, HR training development, Labour Welfare, Government Relations, Industrial Relations, induction training, Group Insurance, WC Policy, Apprentice Act - NEEM, NAPS, NATS & Skill development program, Sector skill council, NSDC Scheme



Education

2021

MPHIL

Rajasthan University

64%

2020

MBA/PGDM

Jaipur National University, Jaipur

64%

2013

B.Tech/B.E.

Rajasthan University

4%

2009

12th,

Rajasthan, Hindi

60-64.9%

2007

10th,

Rajasthan, Hindi

60-64.9%



Work Experience

2022

- Present

Assistant manager HR

Mayur Uniquoters Ltd

Recruitment --> Managing the complete recruitment life cycle from sourcing to on boarding. Manage the hiring for mid to Sr. level roles. --> Responsible for end to end TA process starting right from getting

Bulk Hiring
★★★★★

Campus Hiring
★★★★★

Onboarding
★★★★★

Training
★★★★★

Labour Laws
★★★★★

MSW
★★★★★

Employee Welfare
★★★★★

PMS
★★★★★

HR Analytics
★★★★★

Employee Engagement
★★★★★



Technical Skills

Auto CAD-2010

Kaizen

7 Qc Tools

5 S System



Personal Information

Date of Birth 07-February-1993

Address ALWAR, Rajasthan

City Jaipur

Country INDIA

Marital Status Married

Requisition, postings, sourcing, Interview coordination, HR Rounds, Offer Negotiations and Approval, Offering Candidate, Back Ground Verification (Through Vendor), till joining of the candidate --> Planning and Identification of manpower/human resource requirements through manpower analysis & gap analysis after taking into consideration proposed Project/business plans and expansion. --> Initiating interview feedback & Offer approval process for the shortlisted candidates through HR tool. --> Campus hiring categories across domains to meet business needs. --> CTC Negotiation, Issue of Letter of Intent. Onboarding --> Coordinate with the offered candidates, keep the candidate's interest high by regular follow-up and sending Pre joining Mailers to ensure Candidate's joining. --> Coordinate with the Plant Location HRs and Organize the On boarding of New Joiners (Welcome kit, Welcome Note from Department Head, ID Card, Access Card, IT requirements, and Work Station etc) --> A brief introduction to the Company policies & procedures, code of conduct, HR policies & enrolling them to PF & Medical insurance Policy on day one. --> Educate Employees about Indian employment laws and co-ordinate with finance for IT declaration or information. --> Preparing orientation Schedule for the new joiners and communicating the same to all department heads to facilitate induction in their respective departments. --> Handling joining formalities of all new joiners (verification of the documents as per the check sheet and creating the Employee file through Location HRs). --> Sending employee news about the new joiners and acting as single point of contact till they get into the assigned department Background Verification --> Sending BGV forms & batch wise tracker to vendor. --> Close coordination with employees & vendor for insufficiencies. --> Maintaining & updating BGV reports of all employees. Employee Engagement --> Coordinating and executing employee engagement activities such as Fun games, festival celebrations, Business quiz, Annual events. HR Operations Core:- ? Proper and secure management of Personal and Job data ??? Employee Master Data management. ? Ensure timely hire, update accurate information of white collars, apprenticeships, impats and expats are

entered into the HRIS system and notification to various departments stakeholders. ? Administer data updates for promotion, transfers, personal information updates, resignation, Allowances, Termination and Remuneration changes etc. ? Employee query handling for HR Operational matters Off-boarding, Full & Final Settlement process for all employees. Payroll Management & Support ? Collate payroll inputs, process, produce reports. ? Providing HR operations support on queries related to employee policies pertaining to payroll, benefits, exits, etc. ? Manage flow of information from HR database to ESS and other associated system. Exit Formalities ? Coordinating in full & final settlement & providing Relieving & Experience letters. Training & Development ? Hiring and training procedures for new employees (NEEM,NAPS,Apprenticeship) ? Determining training needs, preparing Training Calendar ? Training Need Analysis based on Skill Gap Analysis, Appraisal Feedback and suggestions. ? Maintaining Training Record & Analysis of Training Feedback. ? Co-ordination with HR manager & staff in training programme (Internal & External) ? Training Need Identification & Individual Training Record.

2016
2022

Senior Executive (Project Coordinator)

TeamLease Services Ltd

Recruitment & Re-sourcing: (300 + Manufacturing Organization - NEEM ,NAPS, NSQF, Apprenticeship) Talent acquisition / Recruitment of White collar ??? Executives & Managers , Blue Collar Employees, Trainees , & GET???'s through campus, walk-in interviews, written tests, Interviews in multiple venues for new projects of group and also responsible Planning human resource requirements in consultation with heads of different functional & operational areas & preparation of JD for fresh/ vacant position coordination with various recruitment channels for sourcing suitable profiles. Organizing Selection Interviews with heads of different functional & operational areas to fill the vacancies in time. Coordinating for smooth on-boarding of new hires, Ensuring timely generation of Employee Codes, timely generation of appointment letters. Weekly and monthly recruitment reports & Reports as per the

HOD's request. Training & Development Hiring and training procedures for new employees (NEEM, NAPS, Apprenticeship) ? Determining training needs, preparing Training Calendar Training Need Analysis based on Skill Gap Analysis, Appraisal Feedback and suggestions. Maintaining Training Record & Analysis of Training Feedback. Co-ordination with HR manager & staff in training programme (Internal & External) Training Need Identification & Individual Training Record. Legal Compliance/IR Issues & Litigations Meeting with employees regularly to understand their issues and giving timely feedback to management. Liaisoning with union representatives in all negotiations such as shift changes, redundancy criteria and other general IR issues Issuance of Warning, suspension, dismissal letters to charge sheeted employees on various ground of misconduct. Maintaining the compliance under the PF, ESIC, Bonus, Gratuity & State Welfare Act, and Contract Labour Act. Submission of monthly/ quarterly/ Half Yearly/ Annual contribution/ returns. Handling the Statutory Audit/ Inspections under Labour, PF, ESIC Departments. Preparation of Compliance of MIS and Tracker for timely submission/ completion of due compliances Liaisoning with Govt. Authorities for smooth functioning of the Unit/Factory i.e. Labour, Health & Safety, FIRE, PF, ESIC, Local Police etc. CURRICULUM VITAE Payroll Management/ HR MIS Reports Hands on with the HRIS for data management related to employees from their joining to appraisals to exits, transfers and redeployments, attendance and leave, company policies and procedures Involved in Payroll Input Preparations like Attendance collation, Performance Incentive pay-outs, Incentive pay-outs etc. Preparing Attendance, Leave, and Medical, Advance, Sampling MIS and timely circulation to HO. Preparing Input details for Full and Final Settlement to be sent to finance for pay-outs and proving for Relieving and Service Certificates to Ex-employees. Responsible for personnel details in hard & soft form. Facilities Management Vendor management, Transport, Housekeeping, Security staff, Pantry, Canteen, Printing Bills & Letter Head, Visiting Card, Employee welfare - Uniform, Transport, Co-ordinate gathering, seminar and other activities such as safety week celebration, Foundation Day and

2015
-
2016

employee involving activities started.
Provided administration support to the HR Manager in all HR related matters;
Booking and Managing Travel Agent, Hotel & Guest House for project people.
Organizing the festival functions and Family visits Looking after medical claims policy TPA Making I-card of new joining

Project Coordinator

(B-ABLE) Basix Academy for Building Lifelong Employability

RESPONSIBILITIES-2 ? To assist Section Manager for all Admin work in the company including infrastructure, Housekeeping, Gardening, Security and General Administration ? To assist Section Manager for procedure for controlling documents and Maintain all documents of agreements/lease of all Admin areas. ? Responsible for vendor agreements filing and maintaining records. ? Processing of all Admin bills & expenses and taking management approval. ? Handling Events like Get together, Picnic, Annual day etc. ? Arrangement of stationary / housekeeping material and day to day material procurement. ? Arrangement of transportation for all employees as per management decisions. ? Assist in Government bodies liasoning with Govt. department etc.