



# Harshit Grover

Abbotsford, BC 

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Dedicated Employee Relations Manager with practical understanding of business needs. Knowledgeable in recruitment strategies, process improvements, employee development, and human resources-related laws. Incorporates creative leadership skills to achieve business objectives.

## Experience

SEPTEMBER 2019 - APRIL 2020

**Employee Relation Specialist** / Fraser Valley India

- Conducted orientations to educate new hires on corporate policies and procedures,
- Employment laws and harassment handling,
- Updated company job description to reflect changing roles and responsibility
- Advised managers on organizational policy molders and recommended changes
- Restocked supplies at workstations to help team members meet demands
- Cleaned aisles, removed trash, and build cardboard to assist with housekeeping requirement
- Keep work areas clean by removing debris, sweeping up dust and organizing supplies
- Check the quality of completed products and component materials to comply with manufacturing specifications
- Addressed concerns quickly to avoid lasting issues
- Required minimal oversight to complete job tasks, meeting all deadlines and goals
- Utilized downtime to perform routine tasks, preventing service delays
- Volunteered for and tackled new assignments and tasks to ease staff member burden
- Followed established guidelines and procedures
- Completed all assigned tasks prior to shift end
- Keep work area organized and clutter free
- Finished all tasks and job duties, adhering to deadlines to avoid delays.

SEPTEMBER 2019 – DECEMBER 2019

**Leadership Student/** Fraser Valley India

- Managed allocation of staff resources through close monitoring and projected future staff needs
- Played central role in household administration, including management, administration and bookkeeping responsibilities
- Addressed and resolved customer inquiries and complaints and engaged with customers to determine satisfaction levels with products offered
- Tracked labor, sales and inventory and management operations to maximize returns
- Established clear objectives and set effective policies to achieve each target with minimal waste
- Reported losses, employee behavioral issues, customer complaints and other significant issues to upper-level management
- Analyzed productivity reports to manage overall performance
- Interviewed, hired and trained all employees and scheduled work hours

- Managed employee performance through discipline coaching and counseling
- Required minimal oversight to complete job tasks, meeting all deadlines and goals
- Utilized downtime to perform routine tasks, preventing service delays
- volunteered for and tackled new assignment and tasks to ease staff member burden
- Followed established guidelines and procedures
- Completed all assigned tasks prior to shift end
- Kept work area organized and clutter free
- Finished all tasks and job duties adhering to deadlines to avoid delays

JANUARY 2018 - MAY 2018

### **Motivational Speaker/** Delhi Public School

- Worked with subject matter experts to gain more knowledge and talking points about specific topics
- Delivered presentation front of live audience members, captivating attention and promoting engagement
- incorporated Q&A's into speeches and training seminars to answer audience questions
- Adopted presentation techniques to audience taste, often assessing member engagement
- Performed research on topics to prepare well informed speeches
- Developed relationships with vendors and service providers to aid students in inquiring necessary supplies
- Boosted performance of students through diversified strategy encompassing lectures
- Discussions and hands on projects
- equipped students with the tools to succeed in further related studies

## **Skills**

Employee Relations • Risk Management • Team Player • Collective bargaining strategizing • Planning • Public Speaking • Prioritizing • Collaboration • Organizing • Teamwork • Coordination • Training & development

## **Education**

SEPTEMBER 2019- PRESENT

### **Bachelor of Arts/** University of the Fraser Valley

- GPA 2.87
- Minor in communications
- Member toastmasters
- Volunteer Q-Bizz 2019

APRIL 2008

### **Senior Secondary/** Delhi Public School

- Volunteer Q-Bizz
- Member Dance Club
- Student scholar Athlete
- Senior prefect