

NIRANJAN KUMAR JHA

HR PROFESSIONAL

Human Resource Professional with extremely strong work ethic and a wealth of experience in providing excellent Employee service. Team-motivation skills, can easily adapt and transfer skills to new environment. Able to multi-task, prioritize, meet deadlines, and consistently produce quality work, Looking forward to getting involved in a worthwhile and challenging Human Resource position with the opportunity of growth.



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January 26, 1980



Rohini, North West Delhi – 110081

SKILLS

HR Operations, HR Generalist, Statutory Compliance, PMS, HRIS, Payroll, Exit Management, Employee Life Cycle Management, HR Budgeting, Attrition Analysis, Compensation Management, Talent Acquisition, On Boarding, Success Factor, SAP, Data Analysis, Employee relations, Manpower Planning, Employee Engagement, Learning & Development, HR Strategy.

ORGANIZATIONS

1	Adani Enterprises Ltd.	Oct 2013	Continue	5.9 Years+
2	Jaquar & Co. Pvt. Ltd.	Apr 2011	Sept 2013	2.6 Years
3	MetLife India Insurance Co. Ltd.	Oct 2008	Mar 2011	2.6 Years
4	Fiserv Global Services	Sep 2006	Sep 2008	2 Years
5	Teletech Services (I) Ltd. (JV of Airtel & Teletech)	Jan 2005	Aug 2006	1.8 Years

EXPERIENCE

Officer - HR

Adani Enterprises Ltd. (Integrated Coal Management, Bunkering & Mining business)

Oct 2013 till date

Gurgaon

Salary & Wage Administration : Ensuring timely & accurate disbursement of Salary of 200 onroll & 150 contractual employees. Handling employee's queries.

Statutory Compliance : HR policy implementation & adherence of all statutory compliances i.e. PF, ESI, LWF, Gratuity. Ensuring timely release of payments for external agencies i.e. PF, Professional Tax, LWF, Gratuity, Consultancy charges through SAP.

PMS : KRA planning, facilitate half year & year end assessment online across (Oracle fusion) locations. Getting PMS activity completed within deadline. Increment letter preparation & distribution.

HR Budgeting : Preparation of Manpower planning & Budgeting in line with business forecast.

Database Management : Employee Life Cycle Management on SAP & Oracle Fusion, HRIS, HR-Presentations, C&B data, Confirmation, Leave record, Exit Management & other analytical reports. Employee Database on Oracle Fusion. Ensure Organogram updation in Visio.

Learning & Development : Employee Training Coordination, Vendor Management, Execution & Maintenance of Office Library, e-learning platform, Training Budget & Calendar preparation.

Talent Acquisition : Sourcing of profiles through Job Portal, LinkedIn, References & Recruitment parnters. Screening, Shortlisting, Interview Coordination, Salary Negotiation, Offer generation & release. Pre-employment health check up, Background Verification & reference check for all offered Candidates. On-boarding & Orientation of All New Joinee across the location. Prepared TA MIS, Talent Acquisition Dashboard.

Officer - HR

Jaquar & Company Pvt. Ltd

April 2011 - Sept 2013

Gurgaon

- Employee Database Management, HR MIS, Organogram Management & other analytical reports.
- Employee Confirmation, Transfer, PMS, Training Need Analysis, Employee Relations.
- Sourcing, Screening, Shortlisting, Salary Negotiation, Offer generation, Induction, Recruitment Dashboard.
- Drafting JD & KRA. 180 Degree Feedback.

Executive - Services

Metlife India Insurance Co. Ltd

October 2008 - March 2011

Delhi

- Policy servicing for walk in Customers, Initial underwriting of New Business applications.
- Preparing daily & weekly Business Login MIS and flashing the same to sales team.
- Collating various data (login, commitments and Issuance) from Delhi/NCR Branches.
- Vendor Management, Admin activities like maintaining fixed assets register, petty cash certificate etc.
- **Handled team size of 3 contractual employees.**

Business Associate

Fiserv

September 2006 - September 2008

Noida

- Responsible for Updating of Annuity, Brokerage, Limited Partnership & Certificate of deposits.
- **Daily work allocation to the Team of five. Handled five team members, MIS & Day End Reports.**
- Maintaining Attendance & Leave tracker.

Customer Service Associate

Teletech (JV of Airtel & Teletech)

January 2005 - August 2006

Delhi

- Inbound Calls & resolving queries of Delhi/NCR Airtel Customers.
- Updating Associate Productivity Reports, Regular Feedback to Team members. Handled 11 team members in absence of Team Manager, Maintaining Leave & Attendance Tracker.

AWARD & ACHIEVEMENT

- VIP (Value in performance) Award Consecutively for the month of August, November & December 2007 for outstanding performance – **Fiserv**.
- ROR (Reward and recognition) for outstanding performance for the Quarters 1 & 2 of 2006 – **Teletech**.
- Prepared & implemented TA MIS & Dashboard, Onboarding Process – **Adani Enterprises Ltd**.
- Prepared & implemented Recruitment Dashboard – **Jaquar & Co. Pvt. Ltd**.
- Collection of 25 Lacs as Policy Top up in 6 months. (No.1 Branch in Pan India) – **Metlife**.

EDUCATION

- PGDBA in Human Resource Management - SCDDL, Pune, (2011)
- Company Secretary (Foundation & Inter Gr-1), 2001
- Bachelor of Commerce - Delhi University, 2002

LANGUAGE

Hindi, English & Maithili.

INTEREST

Running (Ran 9 Half Marathons & 1 full Marathon), Listening to Music.

Niranjan Kumar Jha