

## Ashish Singh ThakurFeatured Resume

HR Manager seeking roles in HR Operations,Recruitment ,employee engagement,HR Policies,payroll management,employees attendance ,Relationship Management,Employee Grievances,Service Delivery, HR Coordination,Service Quality

Current Designation: HR Manager

Current Company: Bhavithasri Group Of Companies

Current Location: Warangal

Pref. Location: Hyderabad,Secunderabad,Warangal

Functional Area: HR / Administration / IR

Role: HR Manager

Industry: IT-Software/Software Services

Marital Status: Single/unmarried

Total Experience: 6 Year(s) 0 Month(s)

Notice Period: 1 Month

Highest Degree: MBA/PGDM [HR/Industrial Relations]

Key Skills: HR Manager, HR Operations,Recruitment ,employee engagement,HR Policies,payroll management,employees attendance ,Relationship Management,Employee Grievances,Service Delivery, HR Coordination,Service Quality

Verified : Phone Number | Email - id

ID: 615e9a9c65bc8d8767Last Active: 17-Sep-20Last Modified: 17-Sep-20

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Summary

Result oriented professional with 6 years of experience in Human Resource Management primarily Recruitment including Performance Management administration.

Hands on in handling the recruitment process of the candidates in various modes through consultancy, college campuses, and walk-in interviews. Proficiency in planning and implementing abilities with demonstrated success in handling HR issues.

Skilled in handling employees, maintaining peaceful & amicable work environment in the organization and initiating measures for the mutual benefit of the management & staff. Key skills include HR Operations, Recruitment, employee engagement, HR Policies, payroll management, employees attendance, Relationship Management, Employee Grievances, Service Delivery, HR Coordination, Service Quality

#### Work Experience

Bhavithasri Group Of Companies as HR Manager

Jun 2018 to Till Date

Recruitment & Completion of all formalities such as Obtaining of Indemnity Bonds and related documents. Maintenance of all Records of the Employees, such as Employment Application Forms, Indemnity Bonds etc.

Bio-Metric Attendance Verification of all Branches, including the Central Office.

Issuing of ID Cards and Visiting Cards to all eligible Employees.

Verification / Checking of Monthly Salaries of all Employees of the Organization.

Dealing with the matters relating to Promotions, Demotions, Transfer Orders and Annual Increments of all Employees.

Issuing and Maintenance of Company SIM Cards, Mobile Phones, & Lap Tops.

Verification / Checking of all Branches F.Cs Meetings organized and follow up with Branch Managers & Zone Incharges to complete F.Cs meeting by 10th of every month.

Chits related stationary maintenance and supply to branches as per their requirements.

General stationary maintenance and supply to Central office & Warangal Zonal Office as per their requirements.

Scheduling Meetings of Board Meetings, Branch Managers, Accounts Officers, Internal Auditors, Tele-Callers, C.O.T, E.D.P, Electricians, E.S.I & P.F & H.R based up on M.D

and C.E.O availability and instructions.

Vivo Camera & Music as HR Manager

Aug 2015 to Jun 2018

Roles and Responsibilities:-

Handling Recruitment and Selection.

Sourcing desirable profile's from the job portal as per the company requirements.

Collecting and maintaining new joiners documents for company references.

Enrolling and creating employee ID's to the new joiners in the company portal

Delivering company orientation training to the new joiners.

Executive and gather all the employees attendance and leaves by coordinating with all the departments manager and leaders.

Preparing & Updating company policies and notice as per the company requirements by balancing benefits to the employer and employees.

Coordinating with the admin for accomplishing employee motivation & employee engagement tasks.

Preparing statutory payroll sheet for the employee salaries & incentive payouts.

Actively enrollment and completely PF and ESI generating challan payment of all the employees and submitting to finance departments for final payment.

Butler Technical Services as Process Associate

Feb 2014 to Aug 2015

Role & Responsibilities:

Collection & updating all the necessary documents information in I-Search ERP (PeopleSoft) of the colleagues & associates.

(Time cards, benefits, garnishments withholdings, W4 withheld, Social security number ID proof etc.)

Issuing the W2's tax forms to the employees.

Audit & validating the time sheets and time cards of the employees with effective observation & calculating the regular, overtime and double overtime work hours with appropriate instructions by the supervisors.

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## Education

UG: B.A (Economics) from Kakatiya University in 2010

PG: MBA/PGDM (HR/Industrial Relations) from Kakatiya University in 2013

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## IT Skills

Skill Name	Version Last Used	Experience
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M.S OFFICE		
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