



RAJ KUMAR

Mob. No. 8126268628

Email Id: rk.180889@gmail.com

RESUME

CAREER OBJECTIVE

As a dedicated and strategic HR Generalist, I leverage my passion for people management and organizational development to foster a positive work environment. With 8+ years of experience in the Manufacturing Unit and Corporate Office, I possess expertise in talent acquisition, performance management, employee engagement, benefits administration and compliance, Training and Development. My goal is to provide exceptional support, guidance, and innovative solutions that drive business outcomes and enhance employee experiences.

WORKING EXPERIENCE

➤ **Company: - Varahamurti Flexirub Industries Pvt. Ltd.**

➤ **Designation: - Assist. Manager (HR)**

➤ **Experience: - Working from 01 Nov 2022 to till now**

➤ **Company: - AH Machines India Pvt. Ltd.**

➤ **Designation: - Assist. Manager (HR)**

➤ **Experiences: - Working from 05 June 2017 to 28 Oct 2022**

➤ **Company: - Crew Power Maintenance Services LLP.**

➤ **Designation: - Hr. Executive**

➤ **Experiences: - Working from 18 Oct 2016 to 22 May 2017**

➤ **Roles & Responsibilities:**

- Making Company Policy and implementing.
- Coordination with the Department of “EPF, ESIC, Labour, UPSIDC, Jila Panchayat and Electricity.”
- Coordination with the Factories HR and Employees working in Pan India.
- Payroll & Statutory Compliances “EPF, ESIC, Bonus, Gratuity, TDS etc.
- Generate EPF & ESIC challan on Monthly basis.
- Time Office Management “Absenteeism analysis, Overtime etc.”
- Attendance & Leave Management.
- Grievance handling procedure for to reduce the attrition problem and enhance the productivity.
- Implement administrative decision
- Documents creation & updating letters “offer, appointment, transfer, promotion, experience, termination, warning and working on Format & Procedure, full & final settlement. No dues etc.

- Disciplinary action/warnings/termination if required.
- Annual Salary review & Appraisal, Training on the job, Employee evaluation
- Employees safety and welfare activities
- Recruitment & Selection, using job portals like Fresherworld.com, Indeedjob.com, and naukri.com.
- Coordination with agencies/consultant/training centers and doing Campus Placement
- On-Boarding & Off-Boarding/ Induction & Orientation/Handling staff.
- Build & maintain a database/record of employees & HR MIS reports.
- Working on NAPS (National Apprenticeship Promotion Scheme) Dept.
- Coordination with the sales team working in entire Pan India.

QUALIFICATION

- **MBA(HR&MARKETING)** from **Maha Maya Technical University Noida** in **2013**.
- **Graduation (B.sc)** from **C.C.S University Meerut** in **2011**.
- **Intermediate** from **U.P. Board** in **2007**.
- **High School** from **U.P. Board** in **2005**.

PROJECT UNDERTAKEN & ACTIVITY

- A Research Project Report done on “**EMPLOYEE WELFARE IN BHUSHAN STEEL PVT. LTD. GHAZIABAD**”
- Visited to Sanskriti University and **G.L. Bajaj University** for conducting the interviews on behalf of Rajdhani Wine Ltd Company in 2017.

COMPUTER & SOFTWARE SKILLS

- Basic Knowledge of **Computer Fundamentals** (MS-Office, PowerPoints, advance excel, Macro, VBA Coding, net surfing etc.)
- Typing Speed **50 Words / Minute in English and 30 Words/Minute in Hindi**.
- Working on HRone software.

HOBBIES

- Playing Chess, Reading Book, Watching the News.

PERSONAL DETAILS

Name : Raj Kumar
Father Name : Late Sri Om Prakash
DOB : 18/08/1989
Address : Gali No. 21 Brij Vihar Colony Muradnagar
 Dist. Ghaziabad, Pin Code. 201206

DECLARATION

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Date.....

Place.....

(RAJ KUMAR)