

RATNESH MISHRA

D-39 Nikhil Bungalow Phase-III, H.B. Road, Bhopal.

Voice- (08878281020)

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OBJECTIVE:

In search of a career where I can make the best use of my analytical skills, knowledge and hone my work abilities. I am fervent to learn new skills from my seniors and teammates and would like to contribute to the achievement of the organization's goals and objectives in a way that would support the advancement of commerce.

EXECUTIVE SYNOPSIS:

- Graduate from Engineering (Computer Science).
- Having totaled 5 years and 5 months experience in HR Operation.
- In-depth experience of 6 years in Government Liaison Strategic planning, Statutory Compliance, Payroll Management, Administration, Team Management, Service Provider Management System, Apprentice recruitment and Management with well known organizations.
- Excellent background in challenging environments
- Proven ability to represent the Organization in front of Government Officials
- Demonstrated excellence in managing entire gamut of HR Activities encompassing legal compliance and Service Provider Management System
- Strong business acumen with skills in driving and supporting new business plans through getting all approvals within set timelines etc.
- Currently steering business as Assistant Manager HR,GR,ER & Compliance.
- Successful in building relations with upper level decision makers; resolving problem areas, identifying various opportunities towards 100% legal compliance and delivering commitments. Enterprising leader with strong analytical, organizational and interpersonal skills.

PROFESSIONAL EXPOSURE AND EXPERTISE:

Strategy Planning	Business Development	Channel Management
Training Management	Team Building / Mentoring	Vendor Management
Events Management	Contract Labor Management	Statutory Compliance
Liaison / Coordination	Administration Management	Other HR Practises

ORGANIZATIONAL EXPERIENCE:

- **Currently Employed with NSB BPO SOLUTIONS Pvt. Ltd. (November 2012- July 2014)**

- Handling a team of 23 people across India.
- Execute successfully all inspections from Govt. organization.
- Successfully handled 7A inspection for duration of Apr 2006-Sep 2012.
- Successfully handled Inspection for Noida Branch office.
- Successfully handled Registration & Inspection at Jammu & Kashmir Branch office.
- Successfully Handled ESIC 85(A) & 85(E).
- Successfully handled Labour Inspections.
- Organizational Development & Learning.
- Liaison, GR, ER, CC.
- Compensation and benefits administration.
- Employee safety, welfare, wellness and health.
- Employee services and counseling.
- Sound knowledge of system working and areas of problem, and solutions.
- Performance Management and improvement systems organization development.
- Employment and compliance to regulatory concerns and reporting.
- Employee orientation.
- Policy development.
- Given trainings regarding Compliances, Time Management, Document Management, Employee relations, Conflict Management, Payroll management.
- Developing KRA is for team.
- Payrolls for different states like (MP,CG, AP, KOLKATA, ODISHA,DELHI,NOIDA,UPE,UPW,J&K, RAJASTHAN,GUJRAT,HARYANA,PUNJAB) with an average manpower of 7000 employees.

- **Worked with Teleperformance as a Senior Executive Talent Acquisition joined in June, 2012 until November, 2012.**

Primary Objectives:-

- Develop and execute recruiting plans.
- Vendor Management (Vendor Hiring).
- Network through industry contacts, association memberships, trade groups and employees.
- Coordinate and implement college-recruiting initiatives.
- Administrative duties and recordkeeping.
- **Develop and Execute Recruiting Plans**
- Work with hiring managers on recruiting planning meeting.
- Create job descriptions.
- Lead the creation of a recruiting and interviewing plan for each open position.
- Efficiently and effectively, fill open positions.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Develop a pool of qualified candidates in advance of need.
- Research and recommend new sources for active and passive candidate recruiting.
- Build networks to find qualified passive candidates.
- Post openings in newspaper advertisements, with professional organizations, and in other position appropriate venues.
- Utilize the Internet for recruitment.
- Post positions to appropriate Internet sources.
- Improve the company website recruiting page to assist in recruiting.
- Research new ways of using the Internet for recruitment.
- Use social and professional networking sites to identify and source candidates.
- **Network through Industry Contacts, Association Memberships, Trade Groups and Employees**
- Locate and document where to find ideal candidates.

- Aid public relations in establishing a recognizable “employer of choice” reputation for the company, both internally and externally.
- Communicate with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads.
- Create contacts within industry.
- Attend local professional meetings and membership development meetings.
- Maintain regular contact with possible future candidates.

- **Coordinate and Implement College Recruiting Initiatives**
- Coordinate college recruiting initiatives.
- Attend career fairs for recruiting and company recognition.
- Develop working relationships within colleges to aid in recruiting.
- Give presentations at colleges, attend student group meetings, and increase college awareness of the company before and after career fairs.

- **Administrative Duties and Record Keeping**
- Manage the use of recruiters and headhunters.
- Review applicants to evaluate if they meet the position requirements.
- Conduct prescreening interviews.
- Maintain all pertinent applicant and interview data in the Human Resources Information System (HRIS).
- Assist in performing reference and background checks for potential employees.

- **Worked with Tranquil Revivify a HR firm as a HR recruiter, Sep 2009 till March 2012 months.**

Primary Objectives:-

- Bulk hiring's,
- Staffing solution,
- Team management,
- Multilevel associations.
- Corporate communication.

- **Worked with Axiom Pvt. Ltd. as HR Executive, from Nov 2007 till Aug 2009.**

Primary Objectives:-

- Departmental development,
- Human Resource Information Systems (HRIS),
- Employee relations,
- Training and development,
- Benefits,
- Compensation,
- Organizational development, and employment. Organizational and space planning;

Area of proficiency:

- All Government Inspections from Departments of EPFO, ESIC, LABOUR, PTAX.
- Payroll.
- End to end management of project including all aspects of
 - Project analysis
 - Project planning
 - Project implementation
 - Project control
 - Customer relationship
- Performance Management and improvement systems organization development;
- Employment and compliance to regulatory concerns and reporting;
- Employee orientation,
- Policy development
- Employee relations
- Company-wide committee facilitation
- Company employee communication
- Compensation and benefits administration;
- Employee safety, welfare, wellness and health; and
- Employee services and counseling.
- Sound knowledge of system working and areas of problem, and solutions.

PROJECT:

1. Minor project on web crawler, technology dot net.
2. Major project on customer relation management software. Technology used java and for database Microsoft SQL.

Interests / Activities:

- Active Member of cultural council of I.E.S college Bhopal, conducted several programs.
- A swimmer in Narmada association.

OTHER SKILLS:

Proficient in c, c++, and dot net.

EDUCATION QUALIFICATION:

- Pursuing MBA HR from Barkatullah University.
- B.E-computer science from I.E.S College (RGTU) Bhopal *with 68 %*.
- 12th -2007 from Arera convent Bhopal (state board) with 68 %.
- 10th -2005 from Scholars Homes Bhopal (state board) with 78%.

Interests / Activities:

- Active Member of cultural council of I.E.S college Bhopal, conducted several programs.
- A swimmer in Narmada association.

HOBBIES:

- Swimming.
- Reading Ancient Books.
- Numerology.
- Graphology.

REFERENCE 1:Mr.Praveen Birthare (NSB BPO Solutions Pvt. Ltd.)

HR Head
Mobile: 09229156165
E Mail : praveen@nsbbpo.in

Personal information:-

Name : Ratnesh Mishra

Father's Name : Mr. Rajesh Mishra

Date of Birth : 10th APRIL, 1990

Sex : MALE

Marital Status : UNMARRIED

Permanent Address : D-39 Nikhil Bungalow Phase-III, H.B. Road.

Contact No. : (08878281020)

Declaration:-

It is certified that information furnished above are true and best of my knowledge and belief and shall be supported with documents when required.

DATE: 29 September 2014

(RATNESH MISHRA)

PLACE: Bhopal