

Hitesh Chauhan

Phone: +91-7622894479

E-M ail: hrhit 007@gmail. com

CAREER OBJECTIVES

To build career in an organization that provides me an opportunity to work with committed and dedicated people that will help me to explore and realize my potential. Willing to work as a key player in challenging and creative environment with continual improvement

PROFESSIONALSNAPSHOT

Result oriented professional with 5 years 8 Months of experience with ability to communicate effectively & build long lasting as well as mutually beneficial relationships; team player with ability to work comfortably with people from diverse backgrounds & experiences.

WORK EXPERIENCE

Sr. No	Company Name	Designation	Duration
1	Tata Ficosa Automotive Pvt Limited	Executive -HR	Dec 2018 to till date
2	Euro Multivision Ltd	Executive-HR	Nov 2015 to Dec 2018
3	Aparajitha Corporate Service Pvt Limited	Executive Personnel	Jan 2015 to Oct 2015

Key Result Areas:

Recruitment & Selection:

- ☐ Using effective source of hiring: Internal Job Posting, Employee Referrals, Social Media Hiring, Job Fair-Internal/External; Campus-on-campus, off-campus, Institutional Agencies, etc.
- ☐ Involve in complete recruitment life cycle - understanding the requirements, sourcing, screening resumes, preliminary interviews, salary negotiations, finalization of candidates.
- ☐ Issuing offer letter to the selected candidates after the negotiation in Salary and Notice period
- ☐ Maintaining recruitment tracker on Monthly basis to keep track on the recruitment on different positions.

Induction & Orientation:

- ☐ Mapping out induction plan to manage joining process
- ☐ Define and inform about Job responsibilities of different roles as part of induction process
- ☐ Handling Joining formalities of new employees (Welcome circular, Introduction with other team members, Collection of Documents, Reference check, ID Cards, Salary Account, IT asset, Med claim & Accidental policy etc.
- ☐ Creating User IDs for the new joiners in the HR Tool & in the bio metric machine.
- ☐ Provide information about company policies, culture, environment, team structures, Rules & Regulation, Procedures etc.

Employee Life Cycle:

- ☐ Maintaining employees Personnel file & updating various documents in files like Transfer Letters, Increment Letters, Joining Reports other documents
- ☐ Keeping records of employee's status change i.e. Confirmation, Probation, termination etc.
- ☐ Preparing monthly MIS related to HR & Admin activities (Master Data base, Resignation & Termination tracker etc.)

Training & Development:

- ☐ Identifying and analyzing type/s of training required. Organizing In-house training as and when required
- ☐ Develop & maintain all internal training materials for the new joiners & existing employees.
- ☐ Coordinating with internal trainers for the training of the employees.
- ☐ Have knowledge of Analyzing training needs & develop training program for new & existing employees.

Performance Appraisal:

- ☐ Sharing appraisal process with all the employees for yearly appraisal.
- ☐ Arranging meetings between the employees and the Manager for any queries related with Appraisal
- ☐ Do meeting with the team leads for finalizing the KRA & the appraisal amount of the employees of every departments.

Statutory Compliances:

- ☐ Maintaining different forms/Registers of the Labor laws acts.
- ☐ Processing the PF withdrawal / transfer activities – Form 19, Form 10C, Form 13
- ☐ Handling queries from the employees regarding PF Ecr & ESIC, etc. & visiting PF Office, ESIC office as and when required.
- ☐ Have experience in handling the Internal & External Audit process.
- ☐ Submission GPCB Legal Form, ASI Return form.
- ☐ Maintaining contractor records, their Register.
- ☐ Knowledge of ER-1/2 & CNV Form.

Employee Engagement & Employee Relations:

- ☐ Planning & organizing various Employee engagement activities.
- ☐ Celebrating various events like (Employees Birthday, Fashion Shows, Diwali celebration, Ganesh Puja, Navtratri celebrations, etc.).
- ☐ Planning & managing different arrangements like venue selection, food, decoration, etc. as per the requirement of activities.
- ☐ Handling grievances of the employees related with the Salary, Expenses & Advances, Attendance and other issues / complaints, etc.

Compensation Benefits & Payroll Management:

- ☐ Finalization of salary as per the various criterions like Experience, Qualification, role, etc.
- ☐ Attendance through Biometric Punching System, including generating Employee Codes for new joining.
- ☐ Monitor late coming / early going / punching issues & take necessary action to control
- ☐ Handling queries of employees related to salary, leaves & Working hours.
- ☐ Sending Data to Payroll team for processing salary

HR Processes:

- Implementation of basic HR processes in place, which includes employees' appointment letters, personal files, joining kit, employee handbook.
- ☐ Policy Design and implementation- working on various policies, induction manual, HR manual.
- ☐ Involved in planning and strategy formulation of HR related activities like recruitment, induction, training, designing and implementing HR Policies, performance appraisals, employee retention, and employee engagement activities.
- ☐ Maintaining all records for various HR audits.

Attrition/ Exit formalities:

- ☐ Receipt of resignation letter approved by the reporting person
- ☐ Responsible for Off Boarding activities like, Coordinating Exit interviews, Preparation of Experience and relieving letters.
- ☐ Collection of asset or any property of company lying with the employee
- ☐ Settlement of employees PF withdrawal & Gratuity.
- ☐ Support payroll team with Full n Final Input.

Rewards & Recognition

- ☐ Planning monthly, & quarterly rewards & recognition activities for the employees.
- ☐ Taking inputs from the Managers about the top performers in their team
- ☐ Making arrangements for the rewards and recognition day celebrations

Administration Activities:

- ☐ Supervision on Managing Security & housekeeping staff to keep healthy environment & safety environment.
- ☐ Dealing with new and old Vendors for the procurement of stationary, printing, IT Equipment, AC, Safety products for Operations team & other office equipment's.
- ☐ Co-ordination with accounts department for the payment of the vendors.
- ☐ Handling Petty cash for daily administration & preparation of administration related budget.
- ☐ Arrangement of travelling & accommodation for the employees and for the guests.
- ☐ Arranging refreshments for employees during RnR activities and Training.
- ☐ Arranging for training venues as and when required.
- ☐ Having experience of searching & finalizing Guest houses for employees.
- ☐ Conduct CSR Activity.

EXTRACURRICULAR ACTIVITIES

- Summer Internship at Aarohi Motors Pvt Ltd. On "Payroll Management".
- 1 Months Training at Hindustan Unilever Ltd. On " Basic HR & Admin".

ACHIEVEMENTS

- ☐ Independently have handled mass Recruitment of more than 50+ candidates for Euro Multivision Ltd in Different locations like Bhachau, Gandhidham, etc.

EDUCATION

- ☐ M.H.R.D.M from Gujarat Vidhyapith, Ahmedabad in 2012-2014.
- ☐ Bachelor of Commerce from Saurashtra University in 2009-2012.
- ☐ HSC from Vinoba Vidhyamandir. Sec. School (Gujarat Board) in 2009.
- ☐ SSC from Primary School (C.B.S.E Board) in 2007.

COMPUTER KNOWLEDGE

- ☐ MS Office – Word, Excel, Power Point, Internet & E-mail operations.
- ☐ HR & Payroll Software- E Time track, Savior & CLMS

PERSONAL DETAILS

Date of Birth:	13th January 1990
Languages Known	English, Hindi, Gujarati
Nationality:	Indian
Marital Status:	Married
Residence Address –	House No-17,Somnath Society, Nr. Near Jalaram Bus Stop, Sanand, Ahmedabad