**Anurag Agrawal**

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# Objective:

Looking for challenging career, where there is scope for demonstration, always on a lookout for a positive & bigger outlook, passion, rigorous thinking, standards that exceed expectations, have fun attitude and bottom line rises with the organization, **A Learner for Life.**

# Summary:

**HR-Admin professional having more than six years experience in all aspects of HRM and administration.**

# Skills:

* Manpower Planning & Recruitment - Training & Development
* Compensation Management - HR Policies and Procedures
* Employee Engagement - Competency Mapping
* Motivational Activities - Employee Satisfaction
* Statutory Compliances - Performance Appraisal

# Working Experience:

1. **Current Employer** : **IIIEM EXIM Training Pvt Ltd,** Ahmedabad, Gujarat.

Designation : **HR Manager**

Location : C.G. Road, Ahmedabad

Nature of Business : one of the Premier Institute provide training of Import-Export

Reporting to : Managing Director

Duration : Jan-15 till date.

**Job Profile : (Responsible for entire gamut of HR**)

* Preparation of Job Description
* Head Hunting through Consultants, Job Portals, News Papers, References, academic and training institutes
* HR Team Handling
* Talent Acquisition from Top Level to Lower Level Management
* Negotiation on salary
* Document Verification
* Maintain HRIS
* To design, develop, upgrade and maintain strong and effective HR policies and practices
* Training need identification
* Preparation of Training Calendar
* Attendance and leave records and implementation of leave policies
* Ensuring timely generation of MIS related to recruitment, attrition, employee profile
* Performance Management System based on KRA (360 degree appraisal system)
* Payroll Management
* HR budget Preparation
* Fulfill PF, ESIC, Professional Tax and other statutory compliances and labour laws
* Employee Grievance handling
* Full and Final Settlement
* HR Portal Management
* Ensure low attrition rate through effective employee retention policy

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1. **Previous Employer** : **Prodigy Technomedia Pvt Ltd (PRO TV),** Ahmedabad, Gujarat.

Designation : **HR-Admin Manager**

Location : Paldi, Ahmedabad

Nature of Business : Out of Home Digital Media

Reporting to : Managing Director

Duration : Oct-2011 to Jan-2015

**Job Profile : (Responsible entire HR-Admin activities**)

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1. **Previous Employer** : **Chattary Ajwan Infotech Pvt Ltd,** Ahmedabad, Gujarat.

Designation : ERP software Implementation and support executive

Nature of Business : Software

Duration : Jan-2011 to Aug-2011

**Job Profile : Web & Windows Based HR software implementation at**

**Client site**

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1. **Previous Employer** : **Icall India Pvt. Ltd,** Ahmedabad, Gujarat.

Designation : Process executive in US loan Processing

Nature of Business : High End Knowledge Process Outsourcing

Duration : Sept-2007 to Aug-2010

**Job Profile : Mortgage loan processing of US citizens**

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1. **Previous Employer** : **Fortune InfoTech Ltd,** Baroda, Gujarat**.**

Designation : Process executive in US loan Processing

Nature of Business : High End Knowledge Process Outsourcing

Duration : Mar-2006 to Aug-2007

**Job Profile : Mortgage loan processing of US citizens**

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1. **Previous Employer** : **Rakesh Pharmaceuticals,** Kalol (N.G.), Gujarat**.**

Designation : Production Chemist

Nature of Business : Pharmaceuticals

Duration : Oct-2001 to Nov-2005

**Job Profile : Handling Entire Production Activity**

# Qualification:

**Master of Business Administration (HR) Dec-2009**

IGNOU, New Delhi

**DIT (Diploma in Information Technology) May-2001**

N.P. Patel Computer Center, Kalol, North Gujarat.

**B.Sc. (Chemistry) Apr-2000**

P.S. Science College, Kadi, North Gujarati Uni.

# Professional Training:

* I have gone through industrial training of SAP-HR module from Applied Labs, Gurgaon during Sep-10 to Oct-10.

# Projects Undertaken:

* Student Satisfaction at Excel TutorOnline Ltd. as part of my Final year project of MBA.
* Recruitment and Selection of HR department at Alpha Project Services Pvt. Ltd during my first semester of MBA.

# Personal Details:

Name - Anurag Agrawal

Father - Sri. S.N. Agrawal (Retired Track Engineer from Railway)

Mother - Smt. Rajrani Agrawal

Date of Birth - 23-09-1978

Sex - Male

Corres & Per Address - Flat No. E-404,

Dwarkesh Heavens Apartment

Chandkheda Tragad Road,

B/H. Satyamev Hospital

Chandkheda, Ahmedabad

Gujarat - 382424

Race & Religion - Hindu (Baniya)

Marital Status - Married

Nationality - Indian

Blood Group - B+

Permanent Add - Mentioned as above

# Languages Known:

English, Gujarati, Hindi

# Hobbies

Watching discovery Channel, Playing Cricket, Chess, Badminton

# Motto in life

“Do my best, so that I can’t blame myself for anything”

# References will be furnished on request

Anurag Agrawal