

Robin Dineshbhai Patel

Mobile:- 9723461548

Email:- patelrobin1548@gmail.com

**Senior level assignments in Human Resource with an organization of high repute**

---

#### **CAREER CONSPECTUS**

---

- **HR professional with 4 years** of experience in the area of Human Resource Management.
- **Currently associated with Acute Informatics Pvt. Ltd. as HR & Admin Executive and reports to the Management.**
- Proficient in overseeing the entire gamut of HR processes including Human Resources Budgeting, Organisation Structuring, Recruitment & Selection, Training & Development, Performance Management, MIS Reporting, Job profiling and Competencies/Skill Mapping, Employee Engagement, Statutory and Legal requirements
- Extensive experience in general Administrative activities, Personnel Management, Processes & Policy implementation and facility management across assignments.
- Handling employee engagement activities, employee grievance handling

---

#### **CORE COMPETENCIES**

---

- **On-boarding /Induction**
- **Performance Management**
- **Exit Management**
- **Employee Engagement & Attrition Analysis**
- **Policy/Procedures Implement, Salary Administration & Statutory compliance**
- **Employee Motivation: Rewards & Recognition Scheme**
- **Employee Help-desk**
- **Leave and attendance**
- **Payroll**
- **Annual and Half yearly reviews**

---

#### **ACHIEVEMENTS**

---

- **Successfully drafted and implemented HR policies**
  - **Reduced attrition in the organization by analyzing the reasons**
  - **Successfully organized organizational cultural programme**
  - **Work closely with the Management for reward and recognition schemes**
  - **Successfully worked with the sexual harassment committee to close harassment cases in the organization**
  - **Successfully implemented reimbursement process.**
-

## EMPLOYMENT CHRONICLE

**Annex Infotechnologies Pvt. Ltd.**

**Senior Executive - HR**

**February 2022**

**Acute Informatics Pvt. Ltd.**

**HR & Admin - Executive**

**June 2017 To December 2021**

### **SIGNIFICANT HIGHLIGHTS:**

#### **⇒ Onboarding**

- Coordinating day one activities for employees at Acute and at remote location
- Verification of documents

#### **⇒ Induction and Training & Development for the assigned departments (Acute and remote)**

- Planned & Implemented Induction Program for all new joiners as per "Employee Handbook" guidelines.
- Planned & Executed Training programs – Technical & Behavioral for identified competencies gap

#### **⇒ Survey & Action Planning on Departmental & Department Head Scorecard**

#### **⇒ Performance Management System**

- Implemented the PMS – KRA setting, Mid-term review & Appraisals system
- Intimating the finance department regarding compensation changes

#### **⇒ Devising Compensation & Designation benchmarks across levels**

- Instrumental in preparing the Compensation & Designation benchmarks across levels in order to support the mass recruitment activities

#### **⇒ Employees Rewards & Recognition schemes**

- Prepared the "Functional Rewards" category along with the LOBs, as a part of the Acute's Rewards & Recognition scheme
- Provide ideas for improvement and keep a track of all rewards

#### **⇒ Employee Engagement**

- Plan and execute corporate events
- Interact with employees through "Floor Walks" etc
- Coordinate and conduct Fun activities

#### **⇒ Leave and attendance**

- Maintaining and tracking the leave and attendance of the employees

#### **⇒ Exit Management**

- Coordinating the entire exit management process right from notice till the last working day
- Issuance of experience, relieving, termination letters and maintenance of records
- Analysis report for all the exit cases (Resignation, absconding and termination cases)

#### **⇒ Payroll**

- Coordinating with the finance department for pay outs
- Provision of payroll and F&F inputs to the finance department
- Coordinating with the consultant for legal aspects

#### **⇒ MIS reporting**

- Reporting the monthly activities
- Provision of action plans

#### **⇒ Disciplinary Actions**

- Discussion with the employee regarding disciplinary actions
- Issuing warning letters and take corrective actions
- Putting employees on performance improvement plan

### ➤ Sexual Harassment

- Obtains written complaint from the employee
- Analyze and investigate the case
- Take appropriate action

### ➤ Data Management

- Maintaining records of all the employees
- Managing the records in physical as well as electronic formats

### Policy re-engineering

- Creating new policies
- Amending existing policies

**Kaizen Infocomm Pvt. Ltd.**

**HR & Admin - Executive**

**October 2016 To April 2017**

---

### SCHOLASTICS

---

- **MSW (HR)** from Gujarat University, Ahmedabad (Gujarat) in 2016
- **BBA (Management)** from Gujarat University, Ahmedabad in 2010
- **Higher Secondary** from Sheth Shree H.H. Patel High School Ahmedabad in 2007

**IT SKILLS: Well versed with MS Office, ERP for HR Processes & Internet Application**

---

### PROFESSIONAL ENHANCEMENTS

---

- **Policy Committee:** Review and implementation of policies
- **Rewards Committee:** Monitoring whether awards are being decided fairly and is within the defined quota
- **Engagement Committee:** Ensuring that all engagement activities are carried out smoothly

---

### PERSONAL DOSSIER

---

Date of Birth : 6<sup>th</sup> June, 1990  
Present Address : 12/A Urja-2, B/H Sakar English School, New CG Road  
Chandkheda Ahmedabad - 382424  
Marital Status : Single  
Hobbies & Interests: Interacting with people, Listening Music and Visiting new places  
References : Available on request