**Vikas Paswan**

Cell: +91 997-865-5392.

Email: [paswan.vikas5389@gmail.com](mailto:paswan.vikas5389@gmail.com)

**H U M A N R E S O U R C E S M A N A G E R**

**Start-ups | Acquisitions | High-Growth Organizations**

Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability,growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspectiveand appreciation that human capital is every organization’s greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

**Professional Summary**

* Dedicated HR professional with 5.0 years of experience in managing a full spectrum of human resources program, services and function.
* Highly adaptable communicator with excellent communication skills and interaction with all levels of management.
* Experienced in strategic business operation and Human resource management.
* Excellent track record in designing and implementing plans for staff recruitment and development, cultural diversity and conflict management.
* Demonstrated ability to successfully partner with other departments to achieve human resources objectives.

**Professional Training and Practical Exposure - As Management Trainee at Métier HR Services**

**Course: Advance Diploma in HR Generalist Functions**

During my training at Métier HR Services, I was given exposure to the following areas:

* **Compliances:** EPF, ESI (Employee’s State Insurance) - Calculations, Various Forms, Challans & Returns, Gratuity (Central) Act, Equal Remuneration Act, Workmen Compensation Act, Various other Legal Acts, Rules & Regulations.
* **Payroll :** Salary Components, Designing CTC, Salary Processing, Attendance System, Full & Final Settlement, Professional & Income Tax, TDS, LOP, HRIS, Practical Exposure on processing salaries by Payroll Software.
* **Other HR Functions:** Performance Management & Appraisal System, SWOT Analysis, Appointment & other Letters, training and Induction, Ice Breakers, HR Jargons, HR Dashboard, HR Audits, Attrition Management, ER Management**.**
* **Recruiter:** Recruitment Policy and Implementation, Manpower Planning, Pre-Screening Interviews, RPO, Post Recruitment & Joining Documentation, Headhunting, Job Portals & other Recruitment Channels, Life Cycle of Recruitment Process , Recruitment Tracker, Recruitment Process Metrics, KRA’s, TAT, SLA, Blue Collar Recruitment.

**Signature HR Qualifications**

Recruitment Cycle Staff Coaching & Mentoring Induction & Orientation

Performance Management Talent Acquisition Employee Engagement

Administration Employee Relations & Diversity

Organizational Development HR Policy, Process & Systems Design

Disciplined and flexible problem-solving approach that balances business goals with employee needs.

**Work Experience**

**SAPSOL Technologies INC. (Division of MLC Solutions Pvt Ltd.)**

**Assistant Manager – Human Resources (Pan India Operations) May’ 2017 – December’ 2017**

* Set-up the entire HR structure in the organization.
* Responsible for overall implementation and formulation of HR related strategies at India Office.
* Accountable for HR related activities such as Recruitment, Performance Management, Induction & Orientation, Employee Engagement Activities, Grievance Handling, Payroll & Compensation, Administration, etc.

**MetaSense Inc., Vadodara, Gujarat.**

**Sr. Executive – Talent Acquisition. October’ 2015 – August’ 2016**

* Recruit People for our internal staffing through sites and referrals.
* New joinee formalities like Induction, Service agreements, Appointment letter, Confirmation, transfers and promotion letters & condition file signed by him.
* Updating employee handbook
* Provide high volume recruitment responsibility for - open positions with multiple departments and hiring managers
* Research and utilize innovative recruitment strategies to increase candidate pool such as associations, internet channels, networking and employee referrals.
* Direct sourcing candidates using advanced Internet and diverse recruitment techniques.
* Doing final settlement of employee & recover Loan amount if any employee had.
* Co-ordination with the bank regarding the salary A/C of new hire & resignee.
* To oversee leave and maintain records. Disciplinary action / Absenteeism records.
* Leave encashment of employees.
* General Admin activities.
* Handling reimbursement of the expenses of the employees
* Making travel arrangements that includes hotel booking, air ticket booking, train bookings for the official trips.
* Co-ordination with HODs for Annual increment and update in the software and prepare increment Letters.

**Collabera Technologies Pvt Ltd., Vadodara, Gujarat.**

**Human Resource Consultant. April’ 2014 – October’ 2015**

* Partner with employees and management in the assigned client groups to provide strategic guidance and counsel that drives performance improvement.
* Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
* Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Identifies, evaluates, designs and documents streamlined and effective HR processes utilizing available systems and resources.
* Provide high volume recruitment responsibility for - open positions with multiple departments and hiring managers.
* Research and utilize innovative recruitment strategies to increase candidate pool such as associations, internet channels, networking and employee referrals.
* Proper documentation of all Employees / Personnel related documents for the group
* Scheduling Technical Training & development programs
* Interaction with the consultants briefing them about requirement and to know their willingness before submission.
* Scheduling interview with the client, following up with the candidates.

**Apidel Technologies (Div. of Transpower Technologies), Vadodara, Gujarat.**

**HR Executive October’ 2012 – April’ 2014**

* Handling entire recruitment life cycle from sourcing and screening resumes to closure for clients and for internal recruitment.
* Work with hiring managers on recruiting planning meetings.
* 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.
* 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.
* Maintaining MIS report of recruitment tracker, documenting Offer & Appointment letter for new employees
* Giving Training sessions for New Joinees.
* Participate in implementing new recruiting technology, such as applicant tracking systems and screening tools.
* Responsible for Internal Recruitment within the organization as per the organizational demand.

**Educational Qualification:**

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| --- | --- | --- | --- | --- | --- |
| **Degree / Certification** | **Year Of Passing** | **Major subject** | **Board/University** | **% age** | **Grade** |
| Master’s (MBA) | 2012 | Human Resource & Personnel Management | Annamalai Univ., T.N. | 61 | Ist |
| Bachelors (BBA) | 2010 | Business Administration | Sardar Patel Univ., Gujarat | 50 | IInd |

**Personal Details:**

Date of Birth: 05th March, 1989

Marital Status: Married.

Nationality: Indian.

Language Known: English, Hindi and Gujarati.