

Dear Sir/Mam,

I am a proactive HR Professional with comprehensive and strategic understanding of HR Management systems and facilitate in delivering against business requirement and covering a wide spectrum of HR across functions- Conceptualizing and implementing HR Strategies whilst improving internal processes and procedures with a demanding Environment, various initiatives to meet the deadline and deliver.

A team player who is innovative, problem solver and works well under pressure, possesses excellent interpersonal communication and organizational skills with proven abilities.

A professional with good understanding of Business processes, hiring and Recruitment, Employee Engagement, Performance Management, Employee Recognition, Rewards, Attrition, Exit Management, Talent, Acquisition and Talent Management, HR Communication, Policy and Procedures, Career Progression, Internal Job Advertisements, Grievance Handling, Business Reviews on HR Dashboards, On-boarding, new hire attrition initiatives, Campus Recruitment, Training and Development.

Thanks, and Regards

Hitesh Gusain

Regional HR & Training.

CURRICULUM VITAE



Hitesh Gusain

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PROFESSIONAL SYNOPSIS

A Performance driven, Goal Oriented and quality driven HR Professional with HR Operations and generalist. Currently working as a Regional HR & Training, I would excel in a collaborative environment and will be able to apply my expertise and knowledge on a given project or daily operations professionally and achieve an outstanding accomplishment of the company's goals. And want to become a Top HUMAN RESOURCES PROFESSIONAL.

CAREER HIGHLIGHTS

Utkarsh Small Finance Bank Ltd.

Regional HR & Training- Assistant Manager from Mar 2023 to present.

JOB PROFILE:

Holding strong experience in all verticals in BFSI of HR Talent Acquisition, HR Operations and HR Business Partner for Uttarakhand Cluster and North 2 Varanasi Zone of 18 branches and 300+ Manpower.

HR Talent Acquistion

- Hands on experience in End-to-End Core sales recruitment Includes sales executives to Branch Heads.
- Experience in hunting, sourcing, screening, scheduling, providing feedback, follow up.

- Experience in maintaining trackers.
- Experience in salary negotiation.
- Experience in Vendor Management
- Experience in Stakeholders Management.
- Experience in market mapping, salary benchmarking.
- Experience in Campus recruitment, bulk hiring walk in drives, Govt. Employment job fairs.
- Profiles Handled like- Sales Executives, Customer service Officers, Branch Operations Managers, Relationship Managers, Branch Sales Managers, Team Leaders, Regional Sales Managers, Branch Managers, Cluster head.

HR Operations

- Hands on Experience in End-to-End HR Operations.
- Experience in collecting pre-offer documents.
- Experience in salary calculation.
- Experience in releasing the offer letters on TAT Basis within 3 days for Experienced and 1 day for freshers according to the HR policies.
- Experience in tracking the offers.
- Experience in providing additional allowances for the employees.
- Experience in pre-Onboarding, Onboarding, Offboarding, Joining (Entry) Formalities.
- Experience in initiating for both internal and external BGV and giving the reports on time
- Experience in BGV Like- Cibil, Equifax, Sherlock.

HR Business Partner

- Hands on Experience in End-to-End HR Business Partner Activities.
- Experience in issuing Appreciation letters.
- Experience in issuing Warning letters.
- Experience in issuing PIP letters and HR SPOC for North 2 Zone for PIPs at all levels.
- Experience in issuing Termination letters.
- Experience in Issuing Show Cause Notices letters.
- Experience in Employee retention with retention clause.
- Experience in handling Discipline inquiries and HR SPOC for North2 Zone to Disciplinary cases.
- Experience in Employee Engagement.
- Experience in Branch visits Physically and virtually.
- Experience in grievances handling for both in house and Onsite Employees.
- Experience in getting the Onboarding Experience from the new joiners taking references for recruitment purposes.
- Experience in taking Induction Programmes for both on roll and Off roll Employees.
- Experience in training and development from joining to separation.
- Experience in Initiating activities for Potluck, fun Friday, birthday celebration, festival celebration.

- Experience in presenting about the POSH act and other company policies to the employees.
- Experience in addressing the onside employees and giving guidance of organizational structure.
- Experience in motivating the employees to perform well in their work.
- Experience of handling attrition control.
- Knowledge in Statutory compliances and Labour law.

Satin Credit care Network Ltd. (MFI- NBFC)

Regional HR- Assistant Manager from Aug 2022 to Mar 2023.

JOB PROFILE:

Individual role handling Whole HR activities in 3 regions 49 Branches and 400+ Manpower in Rajasthan Circle.

Talent Acquisition and Management.

HR Operations.

HR Business Partner.

Oyo Pvt. Ltd.

HR Operations Trainee from May 2019 to Jul 2019 (Internship)

Oil and Natural Gas Corporation (ONGC) Ltd. KDMIPE Campus.

HR Trainee from June 2016 to Jul 2016 (Internship)

ACADEMIC CREDENTIALS

- Master of Business Administration (MBA) from IMS UNISON UNIVERSITY Dehradun, Dual Specialization: Human Resources Management and Marketing Management from Jul 2018 to Apr 2020, 6.63 CGPA.
- Bachelor of Business Administration (BBA) from HNB Garhwal University, with Human Resources Management specialization - from Jul 2014 to Aug 2017, 61.8%.
- Intermediate with Commerce from Kendriya Vidyalaya Sangathan - from Apr 2013 to May 2014, 59.8%.
- High School from Kendriya Vidyalaya Sangathan - from Apr 2011 to May 2012, 7.0 CGPA.

INDUSTRIAL AND INSTITUTE VISITS

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| • Philip India Ltd. | Baddi HP (Lamps, Manufacturing and importing). | (2016 BBA) |
| • Vardhman Textile Ltd. | (Central marketing office)- Baddi HP | (2016 BBA) |
| • Mysore Silk Factory | Under Karnataka Silk industries corporation Ltd. | (2019 MBA) |
| • The Tea Factory and Tea Museum | Ooty Tamil Nadu | (2019 MBA) |
| • Indian Institute of Management Bangalore (IIM Bangalore) | | (2019 MBA) |

CERTIFICATION AND COURSES

- 6 Months Diploma (M.S OFFICE) from ILIT Computer Education.
- Microsoft Office (ADVANCE) from APTECH Computer Education.
- Lean Six Sigma Green belt from Exemplar Global Inc.
- Personality Development Programme from Global Voice.
- SBI Mutual Fund finance gym from The Learning Curve Academy.
- DIPP- Intellectual Property Rights CHAIR from IIT Roorkee.

SKILLS/ STRENGHTS

HR Generalist Activities, Manpower Planning, Employee Engagement, HR Operations, Conflict resolution management, Recruitment and selection/ Talent Acquistion, leadership and teamwork, HR Audits, Payroll, Statutory compliances, HR SPOC, Training and Development, problem solver, decision making skills on Realtime basis, Excellent communications in oral and written, Strong interpersonal, career management, Strong negotiation, LinkedIn navigator, Emotional Intelligence/Integrity/ Honesty.

LANGUANGE KNOWN

ENGLISH: Read, Write, Speak (Excellent)

HINDI: Read, Write, Speak (Excellent)

HOBBIES/INTERESTES

Singing, Personality Development, Music Track Composition, Trekking, Reading.

PERSONAL DETAILS

Date of Birth: 11th Feb 1997.

Present Address: Devrishi Enclave Near Patel Nagar Kotwali, Kargi grant,
Dehradun, Uttarakhand, 248001.

Mobile No. 8958860685

Pan No. CIVPG7818K

Open To Relocate any location

Declaration: I Hereby declared that the above-mentioned information is true and best of my knowledge and belief.

Date:

Place: