

## Resume

### Vijay Ghimiray

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### **SNAP SHOT OF EXPERIENCE**

Have worked on the entire gamut of HR functions from Recruitment & selection, induction & orientation of employees to organizing training and development activities of staff, Talent Acquisition, performance appraisals, ERP software, promotions, transfers, job rotation, motivational activities, social media hiring, and final settlement of employees & have contributed valuably in the area of employee and manpower planning.

### **CAREER CONTOUR**

- ✚ May 2016 to Jun 2018 with **IT Company (CMMi Level-5 Certified)** as a **Corporate HR (Talent Acquisition)**. Industry- Information Technology, Head Count-2500+
- ✚ Feb 2013 to May 2016 with **Aipl Abro Ltd** as an **Assistant Manager (Talent Acquisition)** (Corporate). Industry- Automotive and Hardware products. Head Count 300+
- ✚ July 2010 to Feb 2013 with **Ahluwalia Contracts India Ltd** as a **Sr. Executive- Talent Acquisition (Corporate Office)**. Industry: - Building Construction. Head Count 3000+
- ✚ July 2006 to July 2010 with **Angel Broking Ltd** as an Executive HR. Industry-Stock Broking / Insurance/ Mutual Funds.

### **Work Experience: -**

**Company Profile: -** CityBond as one of the top ACP sheets brands in India. A winner of the India's Brands & Leadership Award 2018 and make in India Icon Award 2023, the CityBond has today established itself as a trustworthy brand for Aluminium Composite Panels and a prominent player in the construction industry in India with its wide range of products for meeting the needs of various industry sectors.

CityBond, is the flagship brand of Unistone Panels Pvt. Ltd, has taken the Indian ACP Industry by storm in a very short span of 8 years since its launch. With leading-edge technology, CityBond specializes in manufacturing a wide range of creative, innovative and premium quality surface construction materials, also available in a wide range of attractive colours & realistic textures. They are available in different panel thicknesses and lengths. Designed for meeting the needs of modern architecture styles, our products are manufactured with the utmost care using highest quality materials at our state-of-the-art facility in Raipur, Chhattisgarh. The company caters to top national and international brands through its pan India presence and strong network covering more than 73 cities and 4327 outlets.

**Current Company: - Unistone Panels Pvt Ltd. (Brand Name-Citybond)**

**Designation: - Talent Acquisition Specialist (PAN India)**

**Reporting: - Head HR**

**Duration: - June 2018 to till date**

**Location: - Delhi (Head Office)**



### **Job Responsibilities: -**

- ❖ Talent Acquisition: Sourcing of the right candidates as per JD from multiple sources like (Through Naukri. Com, LinkedIn, Facebook, References) negotiating offers and post recruitment settlements.
- ❖ Handling PAN India recruitment from top to bottom (Including Factory).
- ❖ Issuing Offer Letter/Appointment Letter, Confirmation letter, Appraisal Letter.
- ❖ Orientation/Induction process for the new joiners to make them comfortable in adapting the system.
- ❖ Assets Mgt for employees. (Taking care of new employee assets-Mobile/Sim/Booklets etc.
- ❖ Managing HRMS and completing info database on regular basis.
- ❖ Using Zimyo's software (HRMS system)
- ❖ Campus placement for different colleges (IIBS-Kolkata, SVIST-Kolkata, MERI-Delhi, Astha School of Mgt-Bhubaneswar).
- ❖ Background verification of new hires as & when required.
- ❖ Employee performance evaluation check and their time-to-time updates on performance criteria
- ❖ Policy drafting and monitoring the implementation of the policies by random checks.
- ❖ Team management and counselling on different matters.
- ❖ Employee daily grievances and handling escalation of all disciplinary issues.
- ❖ Designing employee Training sessions for better productivity with help of HODs.
- ❖ Evaluating Individual performance with the support of HODs and taking initiatives for further action plan for improvement.

- ❖ Preparation of salary and taking care of biometric attendance.
- ❖ Conducting Employee engagement activities to keep them energetic and refreshed.
- ❖ Preparation of salary and providing support to accounts team for salary & compliance matters, handling post salary grievances of employees. Exit Interview and other F & F Formalities

#### **CORE COMPETENCIES**

- ❖ TALENT ACQUISITION (IT Recruitments and Non-IT Recruitments)
- ❖ Handling end to end talent acquisition cycle - sourcing, pre-screening, conducting telephonic interviews, one to one interaction, negotiating compensation packages and reference checks for across level hiring
- ❖ Sourcing candidates from job portals, headhunting, advertisement, referral, campus hiring and bulk-hiring, taking interviews and coordination with different departments according to their requirements.
- ❖ Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within the schedule
- ❖ Follow up with the candidates regarding the acceptance of the offer and the joining dates and ensure the candidates join the organization. Conducting reference checks for the selected candidates.
- ❖ Maintaining an effective database of candidates for all required positions as per the need of the organization.
- ❖ Develop and update job descriptions and job specifications.
- ❖ Source and recruit candidates by using databases, social media platform. (Like-Linkedin, Facebook)
- ❖ Taking care of all India social media hiring (Social Media Manager / SEO / SMO / Content writer-English and Hindi / Social Media Coordinator / Digital Marketing Manager and many more.
- ❖ Strategize and plan on how the requirements can be closed.
- ❖ Expert in the hiring of e-governance project manpower all India.
- ❖ Hiring resources for NIC/ NICS pan INDIA.
- ❖ Requirement gathering for the manpower requirement.
- ❖ Exploring various sourcing channels and ensuring their effectiveness.

#### **EMPLOYEE ENGAGEMENT**

- ❖ Prepare internal communication mailers for referral ads, new joiners, events, etc
- ❖ Plan and implement team/companywide cultural events and celebrations
- ❖ Actively involved in Employee Engagement Programs – (Birthday, Anniversary, Festival Parties, and Swatch Bharat Abhiyan etc.)

#### **HRMS**

- ❖ Responsible for maintaining a data base in ERP software (Visual Pay). Preparation of salary.
- ❖ Responsible for maintaining a data base in Visual Pay. (Attendance, Creating MAN numbers, handling employee portal, new joining entries,)
- ❖ Maintaining MIS of all the Candidate Short-listed, Interviewed, Selected, and Joined and rejected.
- ❖ Processing daily attendance through Biometric Machine.
- ❖ Responsible for maintaining internal HRIS. Maintaining monthly/quarterly HR report.

#### **PERFORMANCE MANAGEMENT**

- ❖ Communicating KRAs to individuals and sensitizing employees about PMS processes.
- ❖ Periodic review of team/individual performance along with business heads.
- ❖ Designing effective JD's with broad job requirements.
- ❖ Designing Organogram based on the department wise.
- ❖ Driving performance appraisal and conducting appraisal meetings.
- ❖ Designing reward and recognition programs and incentive schemes.
- ❖ Formulate appraisal forms/letters for all level of employee; assess their performance with the assistance of their HOD's.

#### **HR OPERATIONS & SERVICES**

- ❖ To complete HR formalities like Letter of Intent (LOI), Appointment letter, Confirmation letter, Promotion letter, Increment letter, relieving letter, Exit Interviews.
- ❖ Handling first stage grievance of the employees & escalate it to the Management if required & taking disciplinary action.
- ❖ Handling all the queries related with salary, leaves, attendance, and reimbursements.
- ❖ Coordinating with the Accounts Department for full and final settlements of separated employee.
- ❖ Designing monthly HR action plan and sending to the MD/Chairman.

**Professional / Academic Qualification:**

- ❖ Completed schooling from St. Martin Diocesan School, Delhi Cantt.
- ❖ B Com – Delhi University 2004
- ❖ Diploma in Tally (5.3) (CMC Computer Education Centre) 2005
- ❖ Diploma in Computer Awareness Programme 2005
- ❖ Post Graduate Diploma in Personal Management (HRM)  
"Institute of Management Studies", YMCA, New Delhi 2006
- ❖ MBA in HR (NMIMS University) 2013

**Personal Details: -**

- ❖ Nationality: - Indian
- ❖ Father Name: - Late. Sh. B. C. Ghimiray
- ❖ Date of Birth: - 24 Aug 1980
- ❖ Marital Status: - Married
- ❖ Hobbies: - Travelling, Cooking,

Place: - New Delhi

(Vijay Ghimiray)