Rajnath Yadav





Rajnath Yadav



Gorakhpur,



91.6306021773, 8577821387



raj.nathcc2015@gmail.com



https://linkedin.com/in/rajnath-yadav-02024a142



CAREER HIGHLIGHTS

To secure a responsible career opportunity in an organization of repute that harnesses my skill sets and conceptual knowledge enabling to grow my expertise in my area of specialization in Human Resources.



TRAINING & CERTIFICATIONS

- Career Edge, Tata Consultancy Services , January 2020
- Digital skill, Accenture, January 2020
- Fundamental Digital Marketing, Google, January 2021
- Enterprise Digital Thinking Practitioner, IBM, January 2020
- Recruitment and Selection, Open University, January 2021
- Strategic Human Resource Management , PeopleStrong , January 2022



AWARDS & HONORS

- Awarded for Graduated with firstclass honors degree.
- First Rank Holders During Academic Session.
- Employee of the Month.
- Employee of the Year.

Assistant Manager Human Resource



PROFILE • ABOUT ME

Assistant Manager Human Resources with extensive experience and proven success of 05+ years in driving strategic HR operations Adept at aligning HR strategies with business objectives to drive organizational effectiveness and growth. Proven expertise initiatives with a key focus on Talent Acquisition, Onboarding, Employee Retention, Employee Engagement, Organizational Development, Attendance & Leave Management, Payroll Management, Compliance, PMS, Employee life cycle, Grievance Management, Exit Management & Resource Optimization in the Healthcare and Hospitality Industry.



WORK EXPERIENCE

Assistant Manager Human Resource (Government Project) Ayushman Bharat

March 2024 - Current

Writer Business Services Pvt Ltd. Noida. Uttar Pradesh

- Spearheaded HR operations for multiple locations, overseeing a workforce of 1000+ employees.
- Conducted workforce planning and utilized SAP HR analytics for succession planning and talent management.
- Onboarding -Employee code creation, preparing offer letter, Appointment letter, employment contract NATS, NAPS & FTC, joining formalities documentation, and background verification.
- Liaison with Government Officials and day-to-day interactions with nodal officers, CMOs, MOIC, and other stakeholders to ensure quality resource provision.
- Implement and manage HR technology solutions, enhancing data-driven decision-making and HR operations..
- Collaborated with senior leadership to design and execute HR strategies aligned with project objectives.
- Led end-to-end recruitment efforts, ensuring timely onboarding of qualified professionals for critical roles.
- Managed performance evaluation processes, driving employee productivity and goal alignment.
- Implemented training programs to enhance staff competencies, resulting in specific improvements, "20% increase in skill certification rates.
- Manage employee relations, leveraging SAP HR data analytics to address issues and improve workplace culture.
- Resolved employee grievances and conflicts through effective mediation and communication strategies.
- Training and Development-Identification of training needs and nominations of candidates for training.
- Employee life cycle, internal tracking updation, and generation of various letters like appointment letters, confirmation letters, employment letter increment letters, and appraisal letter transfer letters.etc
- Employee Engagement. Implementing performance review procedures (Quarterly/annually and 360°evaluations) Assist in handling employee inquiries and escalating issues to the appropriate HR team members.
- Implement policies and procedures that promote compliance and organizational efficiency.
- HRIS, HRMS, employee database, master database, and policy updation.
- Maintaining employees' personal files and records communicating HR policies across the organization at all levels.

- Appreciation letter for outstanding Performance.
- Trainee of the Month.
- · Awarded with best Grooming Back of the House.



SKILLS

- Ability to perform under pressure, work in a team, and stick to deadlines.
- Effective Communication, active listening & Presentation skill.
- HRIS Implementation
- HR Strategy & Planning
- Employee Relations
- Talent Acquisition & Retention
- Performance Management
- Training & Development
- Compliance & Labor Laws
- · HR Analytics & Reporting



COMPUTER PROFICIENCY

Software

Microsoft Office Google Work Space





HRMS/HRIS

- Peoplstraong
- Keka
- Peoplesoft
- ZingHR
- TeamNest



PAYROLL TOOLS

- Peoplestrong
- E-Pay
- Peoplesoft
- Keka
- Paysmart



INTERNSHIPS

HR Trainee

January 2018 Marriott International - June 2018 Amritsar, Punjab

Human Resources:

Recruitment support:

Assisting with job postings, sourcing candidates, screening resumes, scheduling interviews, and providing feedback to hiring managers.

Onboarding new employees:

Coordinating welcome orientations, setting up employee accounts, and providing necessary information regarding company policies.

Employee record management:

- Handling payroll, investment & (PF, ESIC and Gratuity).. Share the payroll input to the Finance team for processing salary.
- Managing reimbursement and referral amount. Support the administration of employee benefits programs, including health, retirement, and wellness initiatives.
- Assist in addressing employee benefit inquiries and concerns.
- Exit management: Prepare a full and final settlement sheet and reliving letter.

Sr. HR Executive

April 2023

Radission Blu Asisa Spesfic Upscale Hotel Gorakhpur, Uttar Pradesh

- February 2024

Talent Acquisition: Lead end-to-end recruitment processes, including job posting, candidate sourcing, interviewing, and selection. Collaborate with hiring managers to define job requirements and ensure a seamless candidate experience.

Onboarding: Coordinate the onboarding process for new hires, ensuring a smooth integration into the organization. pre-onboarding process, preemployment medical check-ups. documentation, Personal Filing Induction, Orientation, and Background Verification.

Employee Relations: Handle employee grievances, mediate conflicts,-Medical Services as a bridge between employees and management, ensuring effective communication and resolution of issues.

Resolved complex employee relations issues, ensuring compliance with labor laws and leveraging HR tech solutions.

Performance Management: KRA Mapping, Performance Measurement &coordinate performance appraisal processes, provide guidance to managers on setting performance goals, and facilitate feedback discussions. Assist in identifying training and development needs for employees.

Developed HR metrics and dashboards in SAP HR to track key performance indicators and inform strategic decisions.

HR Policies and Compliance: One-to-one session, policy refreshments Develop, implement, and update HR policies and procedures in accordance with labor laws and industry best practices. Ensure compliance with local and national employment regulations i.e. PF, ESIC,GMP, Gratuity, Bonus, Maternity, Tax, Wages, and benefits analysis.

Employee Benefits: Administer employee benefits programs, including health insurance, retirement plans, and other perks. Educate employees about available benefits and assist with claims or inquiries.

Leave and Attendance: Monitoring and maintaining the details of attendance & leave records.

Employee Life Cycle: Managing Transfer, Promotion, and Preparing different types of letters i.e Appointment letter, Transfer letter, Promotion letter, Visa letter, Bonafide, Show cause Letter, Warning Letter, etc.

Payroll Management: Pays employees by calculating pay and deductions and issuing checks. Maintains payroll information by collecting, Incentive data, LWP, LOP Tax and Deduction, Investment Declaration, etc calculating, and entering data into the payroll system, as well as retrieving data when necessary.

Training and Development: Identify training needs, organize workshops, and facilitate learning opportunities to enhance employees' skills and knowledge. Collaborate with external training providers as necessary. provide associate counseling, guidance & career planning.

Employee Engagement: Plan and execute employee engagement initiatives, such as team-building activities, recognition programs, and surveys to gauge employee satisfaction.HR Metrics and Reporting: Collect and analyze HR data to generate reports on key HR metrics, such as employee turnover, performance evaluations, and training effectiveness. Use insights to make informed decisions and improvements.

Maintaining employee data, updating personal information, and ensuring compliance with record-keeping regulations.

Administrative tasks:

Handling employee inquiries, processing paperwork, generating reports, and managing employee leave requests.

Front Office:

Assisting with guest check-in/checkout, managing reservations, handling guest inquiries, and providing information about hotel services and local attractions.

Food and Beverage:

Assisting with restaurant service, preparing beverages, setting tables, and learning about menu planning.

Housekeeping:

Ensuring cleanliness and maintenance of guest rooms and public areas, managing inventory, and assisting with laundry services.



LANGUAGES

Hindi

English



EXTRA CURRICULAR ACTIVITIES

- Volunteering
- Social Worker



QUERY/TICKETING RESOLUTION TOOLS

- FreshService
- OTRS



PERSONAL INTERESTS

- Photography
- Cooking
- Listen Music
- Painting



PERSONAL INFORMATION

Father's Name:

Mr. Ram Ashish Yadav

Marital Status:

HRMIS/HRMS: Management: Maintain accurate and up-to-date employee records using the Human Resources Information System (HRIS). Ensure data integrity & confidentiality and updation of Organisation Structure, Monthly Head Count, and Attrition.

Maintained HRIS data integrity and generated reports for HR leadership.

Employee Grievance: An employee grievance is a concern, problem, or complaint that an employee has about their work, the workplace, or someone they work with—this includes management. Something has made them feel dissatisfied, and they believe it is unfair and/or unjust to them.

Exit Management: Exit Interviews, Clearance, Full & Final Settlement, experience & Reliving letter.

Vendor Management: Use to maintain the outsourced employment section. It was under my responsibility which started from the preparation of the contract paper &payroll statutory & complaints too.Payroll system/salary sheet and payment of the contractual companies.

October

2021

People & Culture (HR Executive)

People Strong Technology Pvt Ltd (Asia Pacific's HR Tech - April 2022 Company) Gurgaon, Haryana

1. Recruitment

- · Coordination with the Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening, and listing resumes through various job portals or else internal reference, headhunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and shortlisting resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letters, employment contracts, and job descriptions, completing joining Formalities and documentation.

2. Training & Development

- Scheduling and arranging training while coordinating with external trainers and training programs.
- Identification of training needs and nominating candidates for training.
- Encouraging participation of employees in various organizational events.
- Issuing training certificates after completion of the training.

3. HR Administration

- Preparing Final settlements, Gratuity, leave salary, and all employee benefits.
- Compilation & processing of attendance data in the attendance system.
- Processing monthly attendance musters for workers, trainees & officers.
- Maintaining employee's personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Programs.
- Tracking attendance, maintaining leave records, PF records, issuing letters, etc.
- Preparation of full and final settlement generation of Experience Letters, and Relieving Letters.
- Keeping track of Confirmations, Appraisals, and Increments of employees.
- Preparing various letters like offer letters, appointment letters, confirmation letters, increment letter, transfer letter, Absenteeism notice, warning letters, showcase notices, experience/service certificates, relieving letter, etc.

4. Employee Engagement

- Celebrations Diwali, Festival, and other company events
- Effectively managing welfare measures, management employee gettogethers, picnics & parties.
- Developing employee engagement programs like initiating and administering a welcome-mail policy to all new joiners, Initiating regular

Married

Birthday:

September 25, 1998

Nationality:

India

Gender:

Male

Birthday mailers & celebration policy.

5. Payroll Management

- Preparation of payroll inputs and ensure consistency of output.
- Accountable for ensuring employee salaries are paid accurately and as per the company's policy.
- Reconciliation of payroll data and maintaining a proper document control system for auditing.
- Handle insurance-related queries.



EDUCATION

Master of Business Administration, Human Resource/Marketing Management

5

Post Graduate, September 2021

Lloyd Business school

Uttar Pradesh Technical University – Marks 79%, Division I Noida, Uttar Pradesh

Bachelor of Technology, Hotel Management and Catering

Graduated, July 2019

Technology SAMS IHM

Uttar Pradesh Technical University – Marks 75%, Division I Varanasi, Uttar Pradesh

> Completed, June 2015

Intermediate, Science

Sorvodya Inter collage

UP Board - Marks 70%, Division I

Deoria, Uttar Pradesh

High School, Science

Central Public Academy

CBSE - Marks 78%, Division I

Gorakhpur, Uttar Pradesh

Matriculated, June 2013



DECLARATION

I, Rajnath Yadav, hereb	y declare that the	information	contained	herein i	s true
and correct to the best	of my knowledge	and belief.			

Rajnath	Yadav	
---------	-------	--

Gorakhpur