

Brijesh Kumar

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Profile Summary

Postgraduate HR professional(MBA) having 5+ years of experience handling **HR** functions which includes **Recruitment, Retention, Training & Development, Payroll, Employee relations/Welfare, Exit interviews, Attendance Management, Competency mapping, Training Development, New Hire Orientation, Interviewing expertise Performance appraisal, Talent pool Selection, Event management, Attrition management, Employee engagement, Statutory & compliance, Labour Laws.**

SAP HR- Organization Structure, Recruitment, Personnel Administration, Time Management, Benefits.

Workday

AREAS OF EXPERTISE

Recruitment & Retention || Induction & On-Boarding || Employee Engagement || Grievance handling || Training & Development || Rewards & Recognition || Client Management || Statutory & compliance || Employee Life Cycle || Team Management || Vendor management || People oriented || Emotional Intelligence || Negotiation || Conflict Management || People oriented, Emotional Intelligence and Negotiation || Conflict Management || Time office Management

Organizational Scan



Whole Solar Private Limited

HR Manager

July 2024 - Till Date

HR Responsibilities

- ❖ Facilitated daily sales meetings and coordinated weekly office meetings with Director and Team.
- ❖ Provided HR policy guidance and interpretation.
- ❖ Monitor and manage employee performance through regular appraisal, feedback and goal setting.
- ❖ Provided support to the annual performance improvement process.
- ❖ Support and rollout corporate driven employee welfare programs.
- ❖ Identified training needs for BUs and individual executive coaching needs.

Talent Acquisition

- ❖ Responsible for **End to End recruitment process** across all Organizational locations including overseeing **salary negotiations**.
- ❖ Liaising with **director, Operation Managers and Consultant** for closure of position.
- ❖ **Preliminary screening/Short-listing** the right **qualitative profiles against the given requirement** and scrutinize the profiles based upon the **candidate's communication skills, domain skills, Technical skills, Interest level, availability, CTC, etc.**
- ❖ Explored New Avenues for sourcing talent and ensured hiring TAT.
- ❖ Ensured the source mix and cost per hire is within the defined budget.

On Boarding

- ❖ Induction & end to end on boarding formalities {joining forms, bank a/c openings, system allocation etc.}.
- ❖ Coordinated with Director & conducting departmental induction.
- ❖ Prepared & maintained new joiner's data for employee code generation and HRMIS.
- ❖ Issued offer/ appointment letter & ID cards/ Visiting card.

Business Partnering & Employee Relations

- ❖ Engaged with director on **workforce planning, succession planning and skills assessment**.
- ❖ Regular Interactions with the employees to know the pulse of the team, resolving any queries from the field.
- ❖ Conducted **Sales Meeting** every quarter to review progress towards Organizational goals.
- ❖ Understand & solve **employee concerns and to educate employees of policies & procedures**.

- ❖ Provided **observations** and analytics on people data **Attrition, Performance and Grievances** to the Directors.

Employee Lifecycle

- ❖ Managed employee & address employee concerns.
- ❖ On boarding, orientation, joining formalities of new hires and separation.
- ❖ Resolved employee queries on HR policies and procedures.

HR Operations

- ❖ Handled attendance & leave management for all employees.
- ❖ Maintained headcount reports and master employee database.
- ❖ Managed exit management process like exit forms, exit interviews, reliving/experience letter & Final & Full settlement etc.
- ❖ Handled group Medic claim & personal accident policy and related queries/issues.
- ❖ Employee Engagement Activities

Compensation & Benefits

- ❖ Developed, maintained and implemented a competitive and equitable compensation and benefits structure and system conduct periodic employee compensation & benefits surveys to ensure the compensation scales are competitive.

Workday

- ❖ Day to Day activities on Workday.



KDM Logistics
Prime MS Pvt. Ltd.

HR Operation Manager
HR Executive

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Oct 2020 - -----

Key Deliverables

- ❖ **Recruitment:** Employee referral scheme to attract talent, parallel sourcing efforts through job portals (Naukri.com, LinkedIn etc.), & Vendors and workday support.
- ❖ **Joining Support:** Issuance of offers letters, appointment letters, identification cards, completing Induction formalities, assistance in bank account opening
- ❖ **HR Support:** Leave & attendance record, preparing Training Calendar, conducting training
- ❖ **Performance Appraisals:** Conducting Quarterly cycle, issuing increment, promotion letters
- ❖ **Training & Development:** Ensuring industry focused trainings that lead successful design & implementation of skill matrix with routine involvement of senior leadership
- ❖ **Employee Grievance:** Establishing good relationship among employees, query & conflict resolution, ensuring maximum employee satisfaction & discipline.
- ❖ **Employee Relations:** Developed and support the delivery of Employee Relations related learning and talent Development interventions, worked with and seeking input from other teams as required.
- ❖ **MIS Dashboard:** Supported reporting and measurement activity across the System (MIS) whole range of HR activity. Worked closely with team to enhance MIS to continuously improve Management Information.
- ❖ **Disciplinary Proceedings:** Warning letters, Preliminary enquiry, Charge sheets, Domestic enquiries
- ❖ **Employee Engagement:** Interdepartmental sports & games, cultural and social events involving employees and their families
- ❖ **Exit Formalities-** Responsible for exit clearance of all employees and taking the feedback for various things in the organization, Process Full & Final settlement, Relieving documents upon receiving, No due Certificates from concern authorities.

ACADEMIC QUALIFICATION

- ❖ **MBA from Dr. A. P. J. Abdul Kalam Technical University, Lucknow in 2020.**
- ❖ **B. Sc. from Dr. Ram Manohar Lohia University in 2015.**
- ❖ **12th Science Stream from UP Board in 2011.**
- ❖ **10th Science Stream from UP Board in 2008.**

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