

Raj Maurya

Mobile No: +91-8218119548, +91-9358533656 (WhatsApp)

E-mail: rajmaurya8619@gmail.com

KEY HR SKILLS

Effective Recruitment, Talent Management, Onboarding, Grievances Handling, Knowledge of Employee Relations and Employee benefits plans, Relieving formalities, Client site experience and Problem-solving skills.

PROFESSIONAL EXPERIENCE

- **Worked with Safeguard Global (Global Upside India Pvt. Ltd), Noida from 20 October 2016 to 28 August 2023 as a Team Lead – HR.**
- **Worked with Angel Broking Limited, New Delhi from 14 August 2012 to 30 June 2015 as a Sr. Executive – HR (Operations).**

HR Function skills

- **Certificate on AI Dashboard using Microsoft Power BI**
- Worked with multiple client's on-site location as Regional HR (worked on IT **recruitment, admin and payroll** along with **HR operations**).
- Talent Acquisition, Talent Management, Performance Management, HR Policies implementation along with compliance work like PT, **GST refund and PF grievances**.

Safeguard Global Pvt Ltd., Noida

Team Management:

- Supervise the team of 8 members for APAC and EMEA region with Head count of 2500+ employees.

Business Partnership:

- Partner with business leaders to develop and implement HR strategies that support business goals.
- Provide HR advisory to managers and employees on HR policies, procedures, and programs.
- Assist in translating business needs into HR strategies and initiatives.

Employee Relations:

- Address employee concerns and grievances, ensuring fair treatment and adherence to company policies.
- Mediate and resolve conflicts within teams, contributing to a positive work environment.
- Support investigations related to employee misconduct, disciplinary actions, or grievances.

Talent Management:

- Collaborate with leadership on workforce planning, succession planning, and talent development.
- Assist in identifying talent gaps and work on talent acquisition, development, and retention strategies.
- Support the implementation of performance management processes, including goal setting, performance appraisals, and development planning.

HR Operations:

- Oversee HR operations, including employee on boarding, off boarding, Background verification and maintaining employee records.
- Ensure compliance with labour laws and internal HR policies.
- Assist in the execution of compensation and benefits programs in alignment with business goals.

Learning & Development:

- Identify training needs within business units and collaborate with the Learning & Development team to design and deliver programs.
- Support leadership development programs and initiatives to nurture future leaders.

Change Management:

- Lead and support organizational change initiatives, ensuring smooth transitions and alignment with HR practices.
- Drive communication strategies related to changes in company policies, processes, and organizational structure.

Compliance:

- Ensure compliance with labour laws and company policies, conducting investigations and resolving issues as needed.

HR Metrics:

- Utilize data and metrics to assess HR initiatives' effectiveness and drive continuous improvement.

Diversity & Inclusion:

- Support initiatives aimed at fostering an inclusive work environment that values diversity and equality.
- Help drive programs that promote a diverse workforce and create an inclusive company culture.

Angel Broking Pvt. Ltd, New Delhi

Recruitment

- Oversaw **recruitment of all level positions**, coordinating & fixing the appointments.
- Crafted LOI, **Appointment letters, Experience, Promotion, Confirmation & Increment letters**.
- Oversaw **preparing Salary structures** at all level positions as per Grades & Structures.

On-boarding & Off-boarding formalities & Induction

- **Verification of necessary documents** at the time of joining (Experience, Relieving Letters, Pay slips, Academic Certificates, & Photo ID Proof etc.)
- **Controlled HR Induction** and explaining to new employees on **Organizational policies, HR policies** to help them acquaint to the company culture.
- Process the **employee code, Angel Harmony**, ID card, Visiting Cards etc.
- Worked on the **Background check**.
- Carried out **Exit formalities**.

Statutory Compliances

- Nomination forms (PF, ESI) for new joiners.
- Generating **ESI IP numbers and TIC** for new joiners.
- Handle the **EPF withdrawals, correction issues and transfers**

Grievances Handling and Policy Implementation

- **Solving day to day queries of entire Delhi / NCR employees (Around 600 employees) independently** related to attendance, salary, Harmony on timely and effectively.
- Formulation and **implementation of various HR policies** across the company.
- Involved in **employee engagement activities & Branch Visits**.

HR MIS

- Oversaw **Tracking Attendance through Biometric**.
- Controlled **HR - MIS database (Offer Tracker, Head Count, PF, ESIC, Recruitment)**
- FNF, ESI & PF MIS supervised **for exited employees**.

PROJECT/ INTERNSHIP PROGRAM

- Six-week summer internship at Angel Broking Ltd., New Delhi entitled **“To analyze the effectiveness of recruitment and selection process”**.
- Main research entitled on **“To analyze the satisfaction level of CNG’ user (car)”**.

CONFERENCES

- Participated in the three days National conference on **“Leading Change –the revolving dynamics”** from 19-21 February 2011, at GLA university, Mathura.
- Participated in two days national conference on **“Back to Basics: Business Excellence Models in Millennium”** from 04-05 February 2012.

PROFESSIONAL QUALIFICATION

- **MBA (HR, Marketing)**, from GLA University, Mathura, Uttar Pradesh.
- **BCA** from Aryan Institute of Management & Computer Studies Agra, Uttar Pradesh.

PERSONEL INFORMATION

Gender : Male
Marital Status : Single
Skills : Adaptability, Leadership, Problem solving skills, Communication & Interpersonal skills etc.
Language : English, Hindi, Punjabi
Known

I thank you for your kind courtesy in going through my profile.

Place:

Date:

Raj Maurya