

# Rahul Khar

Executive-Human Resources



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## EDUCATION

**BBA in HR**

2015 – 2018

**Doon Business School, Dehradun**

**PGDM in HR**

2023-2025

**Indian Institute of Foreign Trade, Delhi**

## SKILLS

### PROFESSIONAL

- HR Digitization
- Talent Management
- Talent Acquisition
- Payroll Management
- Performance Management
- Learning & Development
- HR Budgeting
- HR Audit
- Factory expansion projects
- Statutory Compliances
- Contract Management
- Reward & Recognition
- MS Office

### Software Knowledge

- Success Factor
- HRMS
- Oracle
- Darwin Box
- Kronos
- SAP
- Compliance Tool

## LANGUAGE

English, Hindi, Dogri, Kashmiri

Strategic and Innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leaders who support company and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable and value-added goals.

## EXPERIENCE

**Executive-HR Generalist**

**Jindal Stainless Steelway Limited 02/2021- Till**

### Talent Acquisition

- Managing the recruitment process (mass/individual and fresher/lateral). Own delivery and candidate management from junior level to senior level positions. To have Manpower Budget / Planning
- Sourcing, Scouting, Screening / Short listing of resumes, Conducting Interviews and CTC negotiation
- Managing Applicant Engagement, Pre-Joining / Joining formalities, documentation, Onboarding, Induction/Orientation and Training
- Closing positions within the defined turnaround time (TAT). Maintaining good offer to joining ratio (>90%)

### Performance Management

- Managing performance management processes in Darwin Box, Success factor.
- Reviewing the rating given by Reporting Manager and Reviewing Manager
- Preparation of data for up gradation/promotion, increment and salary correction as per management guideline.

### Payroll, Time & Absence & Compliance

- Providing attendance and deduction input to shared services for payroll process
- Making Payroll On roll and Off roll for entire Group JSSL and JSS Italia.
- Maintaining Attendance record, Over time register, Fine Register, Equal Remuneration Register (Form D), ESI accident register, ESI inspection register.
- Labour inspection register, Holiday Register, Absconding record, Maternity Register, Full and Final Status

### HR Budgeting

- Preparation of Manpower planning, addition/ removal of position as per business requirement
- Preparing Manpower budget details with

coordination of HODs of others department

- Preparing CAPEX and OPEX budget for HR department

#### **HR Operations**

- Partnering with other teams in HR in initiating and executing HR Projects (Digitization-HRIS, Biometrics, ERP)
- Managing Contract Labour MIS and giving real time data for HR Analysis
- Conducting periodic internal reviews/HR audits to ensure that compliance procedures and documentations are followed
- Planning and executing employee engagement practices
- Creating open and transparent culture within the organization through Employee Engagement Survey and Positive Employee Relations Survey and Internal HR Audit.

#### **Employee Engagement**

Activities like Fun @ Work, Employee House Visits, Participative Forums (Employee connect, Town hall), Sports, Picnics, House Emotional attachment with family members of employees etc.

#### **Learning & Development**

- Coordinating training programs at Corporate/Plant.
- Conducting pre & post Test Analysis, collecting feedback and maintaining Training Records.
- TNI, TNA, Calendar

#### **HR Digitization**

##### **Darwin Box, Success Factor, HRMS**

Handling for entire Group JSSL and JSS Italia (Employee Central, Recruitment (RCM), On boarding, Recruiting Marketing (RMK), Candidate Data Model (CDM), PMS, Admin Centre.

- Handling HRMS Software for entire Group JSSL and JSS Italia.

#### **Medical**

- Handling Medical for entire Group JSSL and JSS Italia

#### **Executive-HR Generalist**

**PVR Cinemas 08/2018 to 09/2020**

#### **Assistant IT-HR Generalist**

**Radisson Blu 01/2018 to 08/2018**

#### **Internship Experience**

**2 Months Industrial training in Ravenbhel biotech. (2017) from 05-06-2017 to 05-08-2017.**

**2 Months Industrial training in Maruti Suzuki. (2016).**

