



## Kunal Mishra

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; targeting for senior level assignments in HR Management at a leading organization of high repute

✉ : coolrimo0402@gmail.com  
☎ +91 6289953427



### Profile Summary

- ▶ A competent HR professional with over 2 years of experience in HRD and Personnel Administration in diversified areas
- ▶ Rich experience in ramping Quality Human Resources at all levels within specified time frames including start up project
- ▶ Proficient in overseeing smooth implementation of HR policies for manpower planning, Performance Management System, recruitment, selection, induction, orientation and development of new employees in the organisation through career and succession planning
- ▶ Experience in coordinating the operations of large task groups with demonstrated leadership qualities & organisational skills during the tenure
- ▶ Worked extensively on **MS Office (Word, Excel PowerPoint) applications**
- ▶ Demonstrated proficiency in maintaining the warmth and cultural heritage of the company, while also developing the same in keeping with evolving work ethics & dynamic market scenarios
- ▶ Strong organizer, motivator & decisive leader with successful track record of directing major operations from original concept through implementation to handle diverse situations.



### Career Timeline

Helping House (HR & Corporate Service Private Limited) as HR Manager

Aug'17 – Nov'18

Since Nov'18

POWER QO as HR Manager



### Skill Set

HR Operational Processes

Performance Appraisal

HR Initiatives

Recruitment/ Hiring

Training & Development

Employee Relations

Database Management



### Internship

**Organization:** Hcl Infosystem Limited, Kolkata

**Period:** 19<sup>th</sup> June 2017 - 18<sup>th</sup> August, 2017

**Title:** Competitive Pricing Model Of Accessories Industry

**Description:** According to the consumer point of view which are the branded and non-branded accessories of mobile handset and which accessories are popularly in demand.



### Education

- ▶ MBA in HR and Marketing from Institute of Engineering and Management with 67% in 2018
- ▶ B.Tech. in Electrical from Camelia Institute of Engineering with 72% in 2016
- ▶ 12<sup>th</sup> from CBSE with 64% in 2012
- ▶ 10<sup>th</sup> from CBSE with 76% in 2010



### Work Experience

Since Nov'18 with POWER QO as HR Manager

August 17 - November 18 with Helping House (HR & Corporate Service Private Limited) as HR Manager

**Role:****HR Management**

- ⇒ Formulating & benchmarking functional best practices to focus on development of abilities to meet present and future goals and mission set by the organization
- ⇒ Devising and implementing policies & procedures to enable smooth functioning of operations
- ⇒ Conceptualizing, formulating, articulating and implementing HR policies and strategies for making any organization a great place to work with
- ⇒ Defining roles and responsibility of various positions within the company in the form of job descriptions setting up and overseeing a well-tailored recruitment system
- ⇒ Developing induction, growth and employee development strategies, keeping in mind the career growth and various profiles of the people

**Recruitment & Resourcing**

- ⇒ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- ⇒ Supervising staffing, recruitment, induction program, labor negotiations, discipline and policy & procedures for general and union employees.

**Training & Development**

- ⇒ Conceptualizing & developing training & development initiatives for improved productivity, building capability and quality enhancement.
- ⇒ Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies

**Performance Appraisal**

- ⇒ Coordinating in formulation & implementation of increment, incentive & other remuneration policies
- ⇒ Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management

**Employee Welfare**

- ⇒ Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by workers
- ⇒ Negotiating and amicably settling disputes with the Union and maintaining discipline & harmonious working environment across all employee levels

**Administration**

- ⇒ Interfacing with high level executives both internally/externally in a professional & effective manner
- ⇒ Supervising the efficient working of routine HR operations, in a manner that conveys a positive and proactive impression to all employees

**Reporting Management**

- ⇒ Prepare and execute HR reports and other management information in a timely and accurate manner
- ⇒ Adhere to global HR data management and reporting standards, guidelines and manuals; Update reporting and other communication platforms
- ⇒ Update global HR data and reporting repository, containing definitions of master and reference data, available reports, data feeds and key performance indicators

**Extracurricular Activities**

- ⇒ Participated in Body building completion in Jharkhand and District Level Cricket Tournament Worked in two Jharkhand movies (Builders Rage & Gamblers)
- ⇒ Received Certificate in Basketball and Throw ball

**Personal Details****Date of Birth:** :04<sup>th</sup> February 1993**Languages Known:** :English, Hindi and Bengal**MailingAddress:**D-19/3, Karunamoyee Housing, Salt Lake, Sector II, Kolkata, West Bengal 700091**Permanent Address:** Quarter No. C-65, Forest Colony Doranda Ranchi Near Doranda Jharkhand- 834002