

Shobhit Rastogi

Sec 71, Noida
Email id:-shobhit11rastogi@gmail.com
Mobile no - 8899905757

CAREER OBJECTIVE

Aiming to be associated with a progressive organization that gives me a scope to update my knowledge and be part of team that dynamically work towards the growth of the organization that would contribute to the company's growth.

WORK EXPERIENCE

- ❖ Working with "**Genpact India Pvt Ltd**" as a HR Consultant from June'19 to till date.

Working with Genpact India as "HR Consultant"

Roles & Responsibilities

US Exits and letters:-

- ✓ To log the exit as per input received
- ✓ To connect with TNL ,PTO and IT to get the closure status
- ✓ Release invite letter for any specific travel from India to US
- ✓ Release cover letter in case movement from US to Any other countries.
- ✓ Release experience letter post FNF closure and employment letter.

US Onboarding and Exit Audit: In US shared Services of the document which were uploaded on the portal as per compliance guidelines:-

US Onboarding

- ✓ To check the mandatory forms are filled correctly and signed within the TAT.
- ✓ To ensure that the BGC report and other supporting documents are uploaded on the Portal.
- ✓ To ensure the validity of the offer letter & BGC report.
- ✓ To ensure that approvals are taken correctly or not. If not then mail them to take the approvals correctly and highlighting the errors done by the team.
- ✓ Sharing the audit tracker with the team & supervisors on daily basis.
- ✓ Sharing the Oracle HRMS report with the leadership on weekly basis.

US exit

- ✓ To ensure should be logged within TAT of 4 working Hours.
- ✓ To ensure exit should be logged in category as per the requests received from Client.
- ✓ To ensure backdated exit should be approved by higher leader and have valid reason.
- ✓ TO ensure for revoke exit case, there should be valid approval.

AWARDS AND APPRECIATION

- Received Bronze award in my tenure.

PROFESSIONAL QUALIFICATION

2017 - 2019 MBA from Galgotia University, Greater Noida
2013 - 2016 B.Com from Dr. M.P.S Memorial College OF Business Studies, Sikandara , Agra.

ACADEMIC QUALIFICATIONS

2012 C.B.S.E. (12th) from National Institute of Open Schooling Board, Agra
2009 C.B.S.E. (10th) from National Institute of Open Schooling Board, Agra

IT SKILLS

- Working knowledge of MS Office – MS Excel, MS Word, MS Power Point, MS Outlook.

INTERESTS/HOBBIES

- Listening Music

STRENGTH

- Good learner
- Positive attitude & self-confidence.

PERSONAL DETAILS

Father's Name : Mr. Pradeep Rastogi
Date of Birth : 08th July 1994
Gender : Male
Marital Status : Single
Nationality : Indian
Current Location: Noida
References : Available on request

I promise to uphold the interest of your organization with Honesty, sincerity with best of my ability and potential.

Place: Noida
Date:

(Shobhit Rastogi)

