

ASHISH MADAN

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OVERVIEW:-

MBA in HR having 3 years of experience in Non-IT recruitment, sourcing, HR operations, HR MIS, joining/exit formalities, attendance & leave management.



CAREER OBJECTIVE:-

I look forward to work with an organization which offers an opportunity to enhance my knowledge, skills and experience that would allow me to contribute towards achieving organizational goals to the best of my potential.



PROFESSIONAL EXPERIENCE:-

Health Insurance TPA of India Ltd.

Dec 2018 – till date

Designation: Senior Executive - HR

About the Company:

Health Insurance TPA of India Ltd is a joint venture of public sector Non-life insurance companies – National Insurance Co. Ltd, The Oriental Insurance Co. Ltd, The New India Assurance Co. Ltd, United India Insurance Co. Ltd and GIC of India.

Roles and Responsibility:-

- Looking after the employee lifecycle related activities from joining till exit of employee.
- Joining formalities of new employee, registration in biometric, creation of personal file of employee, coordination with Administration & finance department for I-card and bank account opening.
- Managing induction program for newly hired employees.
- Attendance and Leave Management.
- Communicating HR policies to the employees while ensuring effective & appropriate implementation of HR policies & procedures to meet organizational objectives.
- Issuing all type of letters i.e. compensation, Appointment, confirmation, Promotion, Annual appraisal, show cause notice, relieving and experience etc.
- Intimating and follow-up for KRAs, performance review and calculation for the same while coordinating with different managers and process heads.
- Giving payroll, LOP and late coming inputs to finance department.
- Preparing HR MIS.
- Completion of all exit formalities after employee's resignation till full & final settlement.

Designation: HR Consultant- Talent Acquisition**About the Company:**

Achyutam International Pvt. Ltd, Noida, is a company dedicated to provide executive search solutions to corporate based in Africa, India and Middle East.

Roles and Responsibility:-

- Recruiting professionals (Junior, Middle to Senior Level Positions) by direct recruiting, referrals, internet (posting jobs and sourcing), interviewing (performing technical skills assessments).
- Souring potential candidate for required skill set through existing database, job portals, Headhunting, Job Posting, Personal Network, LinkedIn, Naukri, TimesJobs, Internal Database and Employee Referral.
- Scheduling F2F / phone, Skype interviews between candidate and client.
- Composing and posting various job announcements on various internet job boards.
- Work closely with client contacts to discuss positions, candidates, and possible new business opportunities.
- Getting the feedback from Clients & arranging the interviews of selected candidates.
- Coordinating with selected candidates for documents & rolling out of the offer letter.
- Negotiate salary with candidates to meet profit margin.

**EDUCATIONAL QUALIFICATION: -**

Degree	Board/University	Institution	Year
MBA in HR & Marketing	Dr. APJ Abdul Kalam University, Lucknow	G.L Bajaj Institute of Management & Research, Greater Noida	2015-2017
B.Com	Lucknow University	Lucknow Christian Degree College	2014
Class 12th	C.B.S.E.	Cathedral Sr. Sec. School, Lucknow	2011
Class 10 th	C.B.S.E.	Cathedral Sr. Sec. School, Lucknow	2008

**ADDITIONAL QUALIFICATION:-**

Diploma in Computer Application (DCA).
SAP-ERP in Human Capital Management.

**INDUSTRIAL EXPOSURE: -**

Visited Yakult Danone Pvt. Ltd., Sonipat, Haryana dist., August 2015

★ **STRENGTHS: -**

- Good learner
- Cooperative



PERSONAL DETAILS: -

D.o.b : 01-04-1992
Father's Name : Mr. Avinash Chandra Madan
Hobbies : Playing instruments (dholak), gardening.
Languages known : English, Hindi & Punjabi.
Marital Status : Single

DECLARATION: -

I hereby declare that information given above is true to the best of my knowledge.

Place:

Date:

Ashish Madan