

Dilip Jha

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Presently working as Assistant Manager - Human Resource for RMD Mediaids Ltd.

Since November, 2014. Reporting into Managing Director (3 years 9 month)

Key Responsibility, Assignments & Achievements

- Streamlining all HR policies like Leave, Recruitment and Performance etc.
- Keeping eye on good performer as well as poor and taking corrective action.
- Welfare & Developmental- Handling issues and queries related to Employees.
- Initiated statutory compliance such as EPF, ESIC, etc. for existing employees and new joiners.
- Oversee Employee welfare activities like Group Insurance, Sunday working benefits etc.
- Handling end to end recruitment and selection process at all level.
- Work force Mobilization, Employee engagement, Motivation Trainings etc.
- Liaising HR & Payroll for all branches of company.
- Liaising with Government official for PF & ESIC
- Monitoring salary structure and benefits at all times.

Assignment

Assist Managing Director to access requirement for fresh talent, Appraisals, retention and retrenchment of existing workforce,
Processing of promotions and terminations documents,
Process salary statements for staff (75 employees) and supervise payroll for employees.
Supervising automation of Inventory management and payment software,
Revamping the career page of RMD by detailed comparative analysis with Competitors career pages.

Worked as Management Trainee - Human Resource for Dukes Products (India) Ltd.

Since July 1, 2013. Reporting into Head Human Resource (1yrs & 3 Months)

Key Responsibility, Assignments & Achievements

- Time office Management, Work force Mobilization, Employee engagement.
- Welfare & Developmental- Handling issues and queries related to Employees.
- Supervise recruitment process ensuring statutory compliance such as EPF, ESIC, etc. for new joiners.
- Assisting Head Human resource and Coordinating with Labour contractor for statutory compliance.
- Oversee Employee welfare activities like canteen, supply of uniforms and shoes, first aid centers and boxes etc.

Cont.

Assignment

Assist Head Human Resource to access requirement for fresh talent, Appraisals, retention and retrenchment of existing workforce,

Identify and Implementing Training-Development & Safety program, Processing of promotions and terminations documents.

Process salary statements for staff (205 employees) and supervise payroll 700 nos for contract workers.

Achievements

Successfully implemented employee engagement initiatives through B'day Celebration and Best performer of the month at supervisor level.

Successfully Coordinated for Rojgar Melas-A Jaipur Rugs initiative to recruit talent from villages.

Professional Qualification:

Year	Examination	Institution	Board/University	CGPA/Percentage
2013	MHRM	IIT Kharagpur	IIT Kharagpur	6.80
2011	B.E(Computer Science)	Institute of Professional Studies, Gwalior	RGPV, Bhopal	67.13

Summer Internship (May – June, 2012) – Jindal Steel & Power Limited, Raigarh,

Domain: Performance Management

Key Learning's

- a) Study of Performance Management Process of JSPL.
- b) Preparation of Unique KRA/KPI Directory.

Internship (May – June, 2013) Company: Jaipur rugs ltd., Jaipur

Key Assignments

- Identify Suitable profiles of various positions.
- Coordinated in streamlining recruitment process.
- Identified HR & Admin related issues and co ordinate to resolve.
- Active Participation in Employee *Engagement interventions*.

Projects & Internship's

Live Project: (March – April, 2013)

Company: RetailOn, Work from home

Domain: Recruitment

- Study of Recruitment Process of RetailOn.

Cont.

- Sourcing candidates for the position of co-founder for Business Development profile for the company office in California, USA. **JD Link:** (<http://goo.gl/rTxuR>)

Engineering Final Year Project- (May – June, 2010)

- Payroll System: Designed an application which automated basic functionalities of a Payroll System like pay-slip generation, taxation, deduction and account reporting.
- Share Market Watch list: Designed Interface for creating a market watch list for stocks and track the current market price during May –June 2010.

Engagements and Interests

- Member of Editorial Team “The People Tree” HR Magazine,-IIT -K 2011-13.
- Coordinator of Cultural committee for the MHRM 2011-13 batch, IIT Kharagpur.
- Promotion of teach India Campus Ambassador Team for “Teach for India, IIT Kharagpur chapter”, 2012-13.
- Active member of Vivekananda Study Circle (NGO- educating poor students), IIT Kharagpur, 2011-13.

Besides work

- Lead Guitarist in Musical Band.
- Won second prize as a Lead Guitarist at rock band competitions at state level, 2010
- Secured grade - A in state level environment awareness examination, 2004.
- Recognized as the best organizer in State for “Techno-parv 2010”.
- Attended -GEOVISTA (GPS Technology), 2010 Conducted by IIT Roorkee. And “Ethical hacking” in Feb, 2009 conducted by Decode India Pvt. Ltd.

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Two references with their contact details.

8171000005 (Mr. Bhupesh Sharma (Head HR Dukes products India Limited)
9905880933(Mr. Dharmendra Kumar (Sr. Accountant RMD Mediaids Limited.)