

—○RISHI RAMAN○—
Sr. HR Consultant/HR Executive

CONTACT

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PROFILE

HR professional with 2.5+ years of experience in all facets of Human Resources where I have consulted with different HR leaders to provide customised and practical HR solutions to challenges across a range of HR functions in different fields like talent management, HR Generalist, Employee Relations, Employee Engagement, HR Operations, Performance Management System, Leave & Attendance management, Talent Management, Recruitment, Onboarding and Induction, Documentation, Exit Process, Background Verification, etc. Also I have single handedly managed employee headcount of 900 + as a single point of contact between the Client and the Vendor. Have hands-on experience of managing above aspects of employee life-cycle.

SKILLS

- HR Operations
- Employee Life cycle Management
- Induction & Orientation
- BGV & Documentation
- Grievance handling
- Performance Management
- Project Coordination
- Report preparation
- MIS Report
- Client handling/ Vendor Management
- Generalist Activities
- Employee Engagement
- HRIS Management
- Recruitment & Resourcing

TECHNICAL SKILLS:

- MS Outlook/Gmail/Yahoo
- Programming Language : C/C++

EXPERIENCE

IDC TECHNOLOGIES SOLUTION PVT. LTD.

CLIENT : WIPRO | JAN 2020 TO TILL NOW

DESIGNATION : SR. HR EXECUTIVE

ROLES AND RESPONSIBILITIES :

Manpower Planning and Talent Management:-

- Plan and execute Manpower planning exercise for the financial year after mapping all positions and collecting details on additional positions required for the business.
- Planning proper recruitment mix for all positions as per sanctioned manpower plan.
- Preparing Job Description, Position Content Documents for all new positions.
- Screening and Shortlisting profiles for all positions across divisions like IT, non-IT, FMCG, Banking, etc. through various portals such as Naukri/Monster/LinkedIn and External Consultants.
- Coordination for Interviews with line managers, Complete documentation of selected candidates, Offer Processing & negotiating on salary offered and closing the position.
- Checking the eligibility of internal applicants and arranging of

- MS Office
- Advance Excel(Vlookup, Hlookup, Data Validation, Pivot Table)
- SAP HCM

CERTIFICATION:

- **Certified with online certification of SAP HCM Module**

EDUCATION

MIET

2014-2018

- B.Tech with 65.62% from AKTU Universtiy, Greater Noida.

New St. Stephen's Senior Secondary School

2014

- Intermediate(PCM) from CBSE Board with 64.7%.

2012

- High School from CBSE Board with 8.8 CGPA.

PERSONAL DETAILS

DATE OF BIRTH : 30/11/1996
 NATIONALITY : INDIAN
 LANGUAGES : ENGLISH & HINDI
 MARITAL STATUS : SINGLE

interview for internal positons.

- Raising the necessary Position Sanction Form for all the new positions and getting them approved.
- Conducting exit interviews for the severed employee.
- Preparing the exit interview analysis and attrition report monthly to the senior management.

HR Operations:

- Documentation and Handling the employee background verification.
- Drafting and generating the Offer Letters for the newly hired employees.
- Timely Payroll inputs to finance team for their Leaves and Attendance management.
- Coordinate and interact with the employees on regular basis being a single point of contact.
- Work on setting up various standard operating procedures and documenting the same.
- Conduct weekly and daily meetings with the stakeholders.
- Maintaining HRIS and sharing monthly head count and budget reports.
- Responding to emails and general correspondences.
- Maintaining and preparing necessary documents of all the employees like Appointment Letters, Offer letters, Confirmation Letters, Appraisal Letters and Transfer Letters etc. (all hard copies).

PROFUSE HR PVT. LTD.

CLIENT : TECH MAHINDRA | FEB 2019 TO JAN 2020

DESIGNATION : SR. HR CONSULTANT

ROLES AND RESPONSIBILITIES :

HR Operations:

- Handling the hiring process and their complete database with full accuracy.
- Directing and implementing policies for the employees.
- Analysing and maintaining daily reports on the basis of database.
- Updating employee records with holiday requests, payroll changes and any leave due to illness for further processing.
- Handling new hire paperwork.
- Screening the documents of the new employees for completing the joining formalities.
- Maintaining and handling HRIS with attrition.
- Preparing records for monthly HR Matrics and analysis of reports.
- Fetching BGV reports on monthly basis.

On-Boarding & Orientation:

- Organising inductions and training for new hires.
- Conduct induction for the new joiners and brief them about the company policies, culture, values, etc..
- Coordinating with different Reporting Managers for generating id.
- Designing and delivering HR presentation during the New Employee Orientation Program.
- Coordinating and executing training needs for all level of employees.

Performance Management System:

- Coordinating and implementing the performances appraisal on the basis of Managerial remarks.
- Conducting training sessions for employees for the process overview.
- Preparation of Appraisal/Re-designation/Increment Letters.

MIS Report:

- Maintaining complete MIS data such as employees details, data required for management meetings etc..

Employee Relations / Welfare:

- Organising and conducting event like employee birthday, festival celebration etc.
- Sending birthday/ Anniversary and welcome/congratulatory emails to employees.
- Employee grievances handling.
- Conducting monthly sessions, seminars and town halls for employees related to their queries.
- Sending Revised and new policies to all the employees.
- Handling grievances/ queries raised by employees with respect to HR Operations, Leave & Attendance, Performance Management System, Contract letters etc.

ADUREC SERVICES(P) LTD.

APR 2018 TO NOV 2018

DESIGNATION : HR GENERALIST

DEC 2017 TO APR 2018

DESIGNATION : HR MANAGEMENT TRAINEE

ROLES AND RESPONSIBILITIES :**Generalist Activities:**

- Handling the recruitment data and preparing daily reports for review.
- Managing MIS report of daily attendance and leaves.
- Generating reports on daily lined up interviews and making tracker.
- Cold calling for interviews and giving them feedbacks.
- Responsible for verifying documents for new joining.
- Handling offer generation reports for different clients.
- Responsible for handling Recruitment cycle and sourcing the candidates from various portals.

Campus Recruitment:

- Plan and execute campus placement programs across NCR Region.
- Closed more than 35+ Positions across the region.
- Strategize pan India campus hiring in consultation with Senior HR Managers and Business stakeholders.
- Travelled to most of the campuses for the recruitment drive - SPOC for all campus placement coordinators.
- Handling end to end campus recruitment drives from manpower request stage to onboarding stage.

CHERRY UNITED (P) LTD.(INTERNSHIP)

JUNE 2017 TO AUG 2017

DESIGNATION : Project Management Trainee

Roles and Responsibilities during Internship :

- Handling the various projects of the different clients.
- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditure.
- Documentation of the projects.
- Ensuring project deadlines and undertaking project tasks as required.