
RAJUL BHARGAVA

Mobile: (+91) 9999092921, (+91) 9910278266

E-Mail: rlbhargava@gmail.com

LinkedIn: <https://www.linkedin.com/in/rajul-bhargava-b9bb7522/>

SNAP SHOT OF EXPERIENCE

12+ years work experience in Human Resources and Administration related functions like HR Operations, Compensation & Benefits, Sourcing, Employee engagement, Vendor management, General Administration. I mostly worked in HR Shared Services and HR Operations expertise in assist the other HR & Admin functions on daily basis in order to support an organisation's goals.

WORK EXPERIENCE***Present***

Designation : Manager-HR & Admin
Organization : CAN Technologies Pvt Ltd
Period : 05 Jun 2019 to till date
Reporting To : Managing Director

JOB SUMMARY

- Job posting-Drafting recruitment advertisement for the respective position in the organization
- Maintains the records of applications/Tracker & interview arrangement for all vacancies in organization
- Sourcing through various channels: Naukri, Indeed and LinkedIn
- Preparing joining & exit pack for new/exit member of staff (offer letter, Appointment Letter, Welcome Note, experience letter, relieving letter etc.)
- Driving the new joiner on boarding process, employee verification, and handling any kind of HR & Admin related tasks till solutions
- Prepare all types of letters like Office Orders, Circulars, Memorandums, Appointment, Confirmation, Termination, Appraisal, Relieving and Experience etc.
- Preparing Contracts of employment for staff members. Notifying Department Head of due dates for end of probation period required with issuing appropriate letters like confirmation letter to advise on the end or extension of the probation period
- Handling attendance and leave management & other Payroll functions.
- Events Management e.g. Annual Day, Party, Festivals & Events etc.
- Maintain daily operational activities of company single handled.
- Follow the Employees Handbook and policies for company & employees betterment.
- Full & Final Settlement
- Payroll & Wages Administration

Designation : Manager-HR & Admin
Organization : Softinfo Systems Pvt Ltd, Noida
Period : From 04 May 2016 to 30 April 2019
Reporting To : Managing Director

JOB SUMMARY

- Payroll /Wages Administration
- P.F. & ESIC Compliance
- Coordinating in Annual & Financial Increment of eligible employees.
- Handling Full Recruitment Cycle
- Job posting-Drafting recruitment advertisement for the respective position in the organization
- Maintains the records of applications & interview arrangement for all vacancies in organization

- Full & Final Settlement
- Preparing joining Pack for new member of staff (offer letter, Appointment Letter, Welcome Note etc.)
- Prepare all types of letters like Office Orders, Circulars, Memorandums, Appointment, Confirmation, Termination, Appraisal, Relieving and Experience etc.
- Preparing Contracts of employment for staff members. Notifying Department Head of due dates for end of probation period required with issuing appropriate letters like confirmation letter to advise on the end or extension of the probation
- Maintaining a list of staff members in the company, keeping it up to date and ensuring that all new staff members in the company are provided with a copy of the organizational chart
- Updating all personal like bank accounts, pan card numbers, passport numbers, or salary related information in Company's payroll system
- Handling transfer and promotion, all personnel issues relating to recording of holidays, leave and attendance
- Keeping records of Resignation Letters, Reliving Letters, Experience Letters, Exit Interviews, ESI, PF (New Accounts and Withdrawals).
- Keeping record of all the disciplinary actions
- Monthly H.R.Report that Include absenteeism report, late coming, Interview Process & Feedback Report, New Joining & Left Report, Full & Final Settlement Report, Man Power Requirement Report, Leave Report. Advance Approval & Advance Statement Report, Increment Report etc.
- Ensuring proper documentation in Personnel's file about 50 employees.
- Booking for Hotels & Air Tickets for official International tours and making comparative report for selection of Hotels & Airlines on the parameter of cost of tour & flexibility of movement.
- Managing all meetings, parties, Company events and foreign incentive tours for sales team
- Travel Management for senior mgmt e.g. - Ticketing, Visa, foreign currency, Mobile cards & Handsets etc
- Events Management e.g. Annual Day, Party, Festivals & Events etc
- All AMC managements e.g. Air conditioners , Lift , D G. Sets , pest Control, Access control, CCTV Systems, UPS Systems etc

Designation : Manager-HR & Admin
 Organization : PRECISE AUTOMATION & ROBOTICS LLC, JAIPUR
 Period : From 18 May 2015 to 30 April 2016
 Reporting To : Managing Director

JOB SUMMARY

- Single point of contact for Recruitment, HR Operations, Compensation & Benefits, resourcing, disciplining employees; addressing complaints and resolving issues within stipulated TAT. Driving the new joiner on boarding process, employee verification, and handling any kind of HR & Admin related tasks till solutions.
- Hire 60 IT Professionals in six months.
- Human Resource, employment, compensation, payroll management, employee benefits administration, employee engagement, and policy/procedure implementation.
- Undertake duties supporting the recruitment and selection function including processing invoices; pre-employment checks; chasing references; arranging short-listing and interview packs; contacting candidates and managers; and any other associated duties.
- Ensure statutory compliance in a timely manner as well as compliance to employment laws including working conditions, disciplinary and grievance procedures, equal opportunities, and maternity rights.
- Responsible for complete new joining, Induction, exit and documentation formalities, maintaining database and doing employee welfare on monthly basis
- Data churning, data mining, and sharing the numbers with the Management for facilitating decision making process.

- Maintain employee healthy relations and sort out HR & Admin related employee grievance.
- Handling attendance and leave management & other Payroll functions.
- Coordination with vendors with regards to office general administration things (Quotations, Negotiation PRs, PO's).

Designation : Senior Manager HR & Recruitment
 Organization : RB RECRUITERS LLC, Delhi
 Period : From 1 Aug 2010 to 30 April 2015
 Reporting To : Director

RECRUITMENT

- Supporting business through timely & quality hiring.
- Interacting with the clients and technical panel (For internal hiring) regarding their requirements.
- Responsible for End to End Recruitment (Permanent/Contractual).
- Sourcing through various channels: Naukri, Monster, Social networking like LinkedIn.
- Walk-in drives, Scheduled drives.
- Interacting with department heads of various organizations, holding discussions, understanding their manpower and skills requirements in retrospect of candidate's profile, job description, salary payable and dates of recruitment.
- Negotiating with candidates on Salary.
- Fulfilling the resource requirements within the specified SLAs.
- Quality resource selection through HR/Technical interview.

HRIS

- Maintaining database of profiles received through various channels.
- Proper & timely updating of recruitment trackers.
- Weekly hiring status reports to the Business Unit Heads, Hiring Managers.

COORDINATION & INTERACTION

- Scheduling interviews & coordination with Hiring Managers & Candidates.
- Post interview follow-up with the candidates

POSITIONS FILLED/HANDLED IN VARIOUS ORGANIZATIONS

1) IT Hiring

.Net Developer,.Net Team Lead, Drupal Developer, Front End Developer, JavaScript Developer, Quality Analyst, Graphic Designer, Technology Project Manager, Comm. Skills Trainer(Freelance),UX Designer, Fresher(PHP & HTML),Business Analyst, Sr. Cloud Network & Systems engineer. Java Developers, Software Engineers, C# .Net Developers, Project Manager, Business Analysts, Network Engineers, UI Developers, Technical Writers, AEM Developers etc.

2) Non IT Hiring

3D Visualizer, Studio Lead, Project Coordinator, Architectural Draftsman, BDM, Sales Managers, Sales Executive, Human Resources Managers, Civil Engineers, Electrical Engineers, Project Coordinator, Office Assistant, Character Accountant, Sr. Accountant, Operation Manager,

Designation : Administration Assistant (Contractual Basis Job)
 Organization : AWHO Delhi
 Period : From 1 Aug 2007 to 31 July 2010
 Reporting To : Admin head

JOB SUMMARY

- Greet guests and interface with clients, representing the Company with professionalism and courtesy

- Answer multi-line phones
- Manage incoming and outgoing mail/faxes/deliveries

Complete general administrative duties: photocopy, filing, maintaining supplies Collaborate with staff and management in completing various operations related administrative activities

- Manage project related invoices, including coding, copying, tracking, and coordination with internal departments for distribution
- Assist with conference / event planning, reserving accommodations, registering attendees, shipping materials
- Monitor internal on-line store as needed
- Prepare routine correspondence in an accurate and timely manner
- Schedule in person and web based meetings as well as teleconferences as needed
- Provide support and interface between procurement staff and project for project procurement activities

ACADEMIC EXPOSURE

- **B.Com (Pass) from Delhi University.**

IT EXPOSURE

- **MCA from Indira Gandhi Open University (IGNOU)**
- **MBA (IS) from Sikkim Manipal University (SMU)**

PROFESSIONAL EXPOSURE

- **Completed Diploma in Human Resource Management (DHRM) from NMIMS Global Access School for Continuing Education (2019)**
- **Completed HR Generalist Course from Talent Magnifier, Laxmi Nagar New Delhi from Mar 2019 to Sept 2019.**
- **Pursuing SAP HR/HCM Course from Aptron , Noida Sector 2 from Dec 2019 to till date.**

SOFTWARE EXPOSURE

- **MS-Office : Office XP/2007**
- **Payroll Software: SAP HR/HCM, Zoho**

PERSONAL DOSSIER

- Linguistic Abilities : English, Hindi.
- Address : Mayur Vihar, Phase-II
Delhi- 110091

DECLARATION

I hereby declare that all the above information / details furnished by me are true / correct to the best of my knowledge and belief.

Date:

Place:

(RAJUL BHARGAVA)