

Roshan Asht

Nigeria as a Sr. Manager - HR

Delhi, Delhi, Delhi 110045

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- More than 26 years of experience in the field of HRM.
- Experienced based on Research and Development in man power planning, recruitment, Compensation and Benefit, developing performance management system, developing employee welfare programs, identifying training needs and conducting trainings, Payroll generation, Time management, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.
- Good communication and interpersonal skills.
- Well versed with People Soft.

Work Experience

Nigeria as a Sr. Manager - HR

M/s. British Oil And Gas Exploration Ltd

February 2014 to June 2018

Oil & Gas Integrated Drilling Contractor) from February'2014 to till June'2018.

Sr. Manager

HR for DRA Industries Ltd - Chennai, Tamil Nadu

December 2010 to September 2013

Worked as HR Manager for Punj Lloyd Upstream Ltd., Delhi & Libya, (Oil & Gas Integrated Drilling Service Provider) from July- 2007 to November -2010.

- Worked as HR Manager ARS Metals Pvt. Ltd., a Unit of ARS Group, Delhi (Manufacturer of Steel Bars) from December - 2004 to June - 2007.
- Worked as Asstt. Manager - HR for Modi Entertainment Limited, Delhi (a Media Distribution Organization) from March - 1996 to November - 2004.
- Worked as Executive - HR & Administration for JKBM Limited, Delhi (a Technical Pesticides Manufacturer) from April - 1991 to March - 1996.

Education

MBA

National Institute of Management

2008

Delhi University - Delhi, Delhi

1991

Skills

HR (7 years), APPRAISAL (Less than 1 year), COMPENSATION (Less than 1 year), INDUCTION (Less than 1 year)

Additional Information

Key Skills

- Developing the HR plans and policies in conjunction with the company's overall development plan.
- Overall responsibility of man power planning and recruitments.
- Developing the induction programs for the new recruits.
- Working out the compensation plan and policies.
- Conducting researches to study the current compensation trends in the market.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Coordinating with finance department for processing of payments to employees.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.
- Developing various reports for management which make it easy to make decisions regarding the current resources.
- Liaising with embassies, PF consultants etc.

Computer Knowledge

Well versed with MS Office, Windows 2000, XP and working knowledge of Tally9.