

Kaifi Askari

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To be involved in work where I can utilise skill and creatively involved with system That effectively contributes to the growth of organisation
Having Experience in establishing the startup Company from Scratch to finish

Work Experience

Hr Manager Human Resources and Administration

Luckin Club India Pvt. Ltd

April 2019 to Present

DEAL IN:

- Government laws and Policies

Every country has different laws and regulations. For each and every business. having depth knowledge in Government Laws make the business smooth with the full efficiency and legalization for uninterrupted functions with the government.

- Legal Laws and Government Policies

There are several laws and legal authorisations work system by the Indian Government like Shop Establishment. Act., Labour Law of India , Gazetted Holidays system , Wages System Law, Company Act of India.

- Leave and Efficiency Management

- Recruitment of every position from Junior position to Senior positions like

Managers , Sales Executive, Accountant, Lawyer, Vice -President , Factory Manager, Line Manager, Team Leader , Machine operator, Securities, Machine Technician , Machine Operator , Engineers ,

- Policies Development

Developing and modifying the policies for the benefits , efficiency and systematic work structure.

- Labour welfare Law

The Labour Welfare Fund Act provides for the constitution of the Labour Welfare

Fund to promote and carry out various activities conducive to the welfare of labour in the State so as to ensure full and appropriate utilisation of the Fund

- Company Act

The Companies Act 2013 is an Act of the Parliament of India on Indian company law which regulates incorporation of a company, responsibilities of a company, directors, dissolution of a company. The 2013 Act is divided into 29 chapters containing 470 sections as against 658 Sections in the Companies Act, 1956 and has 7 schedule

- Managing staffs,

.*ENTRY-EXIT FORMALITIES,

Interviewing ,shortlisting and selecting the right candidate at right position and department and counselling the employees

- Grievances Handling
- Team Management
- Policies Development
- Administration
- Recruitment Manpower
- Salary
- Leave Management
- Interviews
- Vendors Management
- Report and Assisting to CEO
- Employee Engagement and Activities
- Attendance
- Rules and Regulations

Asst. Manager Human Resources and Training and Development

MNC

April 2018 to Present

DEAL IN:

- Legal Laws and Government Policies

There are several laws and legal authorisations work system by the Indian Government like Shop Establishment. Act.,Labour Law of India , Gazetted Holidays system ,Wages System Law, Company Act of India.

*Policies Designing

Designing the Company Policies according to the Government legal laws and establishment for better and smooth business.

*Welfare Enforcement

Legal welfare management. Of the employer and employees for efficient and smooth workforce.

Recruitment of every position from Junior position to Senior positions like Managers ,Sales Executive, Accountant,Lawyer, Vice -President ,Factory

Manager, Line Manager, Team Leader, Machine operator, Securities

Government laws and Policies

Every country has different laws and regulations. For each and every business. Having depth knowledge in Government Laws make the business smooth with the full efficiency and legalization for uninterrupted functions with the government

- Health and safety

The Workmen's Compensation Act 1923 requires that compensation is paid if workers are injured in the course of employment for injuries, or benefits to dependants. The rates are low.

- Factories Act 1948, consolidated existing factory safety laws

- State laws

Each state in India may have special labour regulations in certain circumstances. Every state in India makes its own regulations for the Central Act. The regulations may vastly differ from state to state. The forms and procedures used will be different in each state. The Central Government is in the process of simplifying these multiple state laws into 4 Labour Codes. They are Code on 1. Wages, 2. Social Security and Welfare, 3. Industrial Relations, 4. Occupational Safety and Health and Working Conditions

* Training and Development

* Rules and Regulation Designing

* 5S Factory Management

* Recruited Sales Head, Factory Manager, Line leader, Accountant, CA, Team Leader, Machine Technician, Machine Operator, Engineers, Country Head, Sales VP, Hr Head, Engineers for Manufacturing, IT MNCs

* Bulk Hiring

* Salary

* Sourcing candidates from Different Portals, referrals

* Taking Interview over phone and F2F

* Client Handling and Management

* It and non-it hiring like Marketing, sales, customer care, Support, Php Developer, ios and android developer, Website development manager, Accountant

* Team Handling

* Managing staffs,

* ENTRY-EXIT FORMALITIES,

* Grievances Handling

* Team Management

Head Hr and Admin

MNC - Noida, Uttar Pradesh

April 2018 to July 2018

Deal in

* Recruitment

From Junior position to Senior Position

*Policies Designing

*Welfare Enforcement

The Labour Welfare Fund Act provides for the constitution of the Labour Welfare Fund to promote and carry out various activities conducive to the welfare of labour in the State so as to ensure full and appropriate utilisation of the Fund

*Training and Development

Arranging and providing training to the employees of every department for better and efficient work standards.

*Rules and Regulation Designing

Develop and modify the rules and regulation ,policies and work structure for smooth business and fully legalized operations.

*5S Factory Management

5S is a workplace organization method that uses a list of five Japanese words: seiri (整理), seiton (整頓), seisō (清掃), seiketsu (清潔), and shitsuke (躰). These have been translated as "Sort", "Set In order", "Shine", "Standardize" and "Sustain

*Labours and Workers Management

Contract Labour (Regulation & Abolition) Act, 1970

The main objectives of the Contract Labour (Regulations & Abolition) Act, 1970 (the Contract Labour Act) are: (i) to prohibit the employment of contract labour; and (ii) to regulate the working conditions of the contract labour, wherever such employment is not prohibited.

*Office Management,

*Staff Management,

*Salary and Leaves Management

*Policies ,

Developing and modifying the policies for the benefits ,efficiency and systematic work structure.

*Grievances and Attendance handling

For better and work efficiency proper grievances of the employees is most important.

*Interviews,

*Issuing Offer letter

*Resume Scrutinization

*Vendors management

*Implementation Policies.

Right policies implementation is most important for formal and healthy work environment.

*Report and Assisting to CEO.

Supervisor Human Resource

M2kr Enterprises

July 2013 to February 2018

Deal in:

Labours and Workers Management

Contract Labour (Regulation & Abolition) Act, 1970

The main objectives of the Contract Labour (Regulations & Abolition) Act, 1970 (the Contract Labour Act) are: (i) to prohibit the employment of contract labour; and (ii) to regulate the working conditions of the contract labour, wherever such employment is not prohibited.

Recruitment Both It and Non-It like Machine Technician , Machine Operator ,Engineers , Sales, Marketing ,Customer care , Insurance Content writer, Seo, Backend, Sql Trainer ,Account Manager ,Sr.Php Developer Web Development Manager, ios and android Developer.
Team Management
Managing Team of 6 Hr

Staff Management
Managing and Supervising All the staff members from Junior To senior level

End to End Recruitment
Short listing Resume , conducting Interview ,Selecting the right Candidature for the right profile.

Salary Negotiation
Providing reasonable salary tab with the right way of negotiation

Entry and Exit formalities
Handling and verification of the required documents of the Candidate, maintaining records after and before joining and Resignation and fired formalities,Issuing offer letter ,Experience Letter.

Grievances Handling
Conducting session with the employees , knowing their views and Suggestions , problems and forwarding my feedback to the management

coordinating with the Director

Attendance
Managing attendance of all the employees , keeping track of absence and Presence

Leave
Allowing leave to the employees

Salary slip
Preparing salary slip after the deductions and additions

Hr Executive (Recruitment)

M2kr Enterprises

December 2012 to July 2013

Deal in Sourcing the candidates from different job portals like naukri, shine, Quikr and Referrals
Screening the Resume
Shortlisting and taking telephonic interview ,arranging F2F
Lining up and follow up the candidates till joining.

Education

CBSE in Milia Convent

Balmandir School
2005 to 2007

Masters of Business in Business management

National Institute of 2

Skills / IT Skills

Government laws and Policies Every country has different laws and regulations. For each and every business. Having depth knowledge in Government. Laws make the business smooth with the full efficiency and legalization for uninterrupted functions with the government. (5 years), Leave and Efficiency Management, Policies Development Developing and modifying the policies for the benefits ,efficiency and systematic work structure., 5S Factory Management 5S is a workplace organization method that uses a list of five Japanese words: seiri (整理), seiton (整頓), seisō (清掃), seiketsu (清潔), and shitsuke (躰). These have been translated as "Sort", "Set In order", "Shine", "Standardize" and "Sustain".[1] The list describes how to organize a work space for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order. The decision-making process usually comes from a dialogue about standardization, which builds understanding among employees of how they should do the work., Deployment Management Deployment management is a technic to manage and fulfil the gap between work and employees so to avoid work delay and making it more perfect and efficient., Documentation Document management for every rules and regulation to match with the Government Polices. For smooth business and uninterrupted workforce and business., Analytical and Negotiator, Good knowledge in Microsoft Office and Tools, Selected as a nodal Co-ordinator among 4 thousand student., Selected as a Student Co-ordinator, Selected as a Event Manager., Management Skills, Decision Maker, Result Oriented, Detail Oriented, Team Handling, Focused, Time Management Projects & Seminars Undertaken, Summer Training on Communication Technology oF Aircraft from AAI,India., Successfully worked on 8051/8052 Micro-controller with Seven segment Leds., Workshop on Robotics By IIT BombayWorkshop on Laptop Assembling., Seminar on Human Resources Management, Seminar on Digital India Digital India is a campaign launched by the Government of India in order to ensure the Government's services are made available to citizens electronically by improved online infrastructure and by increasing Internet connectivity or by making the country digitally empowered in the field of technology, Seminar on Worker Force Management Workforce management (WFM) is an integrated set of processes that a company uses to optimize the productivity of its employees. WFM involves effectively forecasting labor requirements and creating and managing staff schedules to accomplish a particular task on a day-to-day and hour-to-hour basis, 5s Factory Management System, Seminar on Labour Law of India The Industrial Disputes Act defines "Industrial dispute" as a dispute or difference between workmen and employers or between workmen and workmen, which is connected with employment or non-employment or the terms of employment or with the conditions of labour.

Dismissal of an individual workman is deemed to be an industrial dispute., Seminar on Provident Fund, Seminar on Indian Wages System The Minimum Wages Act 1948 is an Act of Parliament concerning Indian labour law that sets the minimum wages that must be paid to skilled and unskilled labours., Experience in establishing a Startup from scratch to finish (6 years), Having Experience in Company Registration,GsT and Legalisation (3 years)

Certifications and Licenses

6s Technique

March 2019 to May 2019

6s Techniques Trained by Chinese Trainer