

Abhinav Kaushal

Human Resource & Admin.

Delhi, Delhi

abhinavkaushal63_28p@indeedemail.com

08285756275

Willing to relocate to: Chandigarh, Chandigarh - Panchkula, Haryana - Ambala City, Haryana

Work Experience

Senior Executive Human Resource

APEX HVAC SERVICES PRIVATE LIMITED (DAIKIN GROUP) - New Delhi, Delhi

October 2017 to Present

I am a B.A Graduate. I am Post Graduate in M.B.A (Human Resource) & Psychologist Course.

I have 08 years experience in HR & Admin. /HR-Operations /Recruitment & Selection /Payroll Management /Audits & Statutory Compliance /Employee Welfare /Training & Development / Psychologist and Counseling Work.

I have energy and talent to support a company to highest level.

Executive- Human Resource

RODIC CONSULTANTS PRIVATE LIMITED - Gurgaon, Haryana

September 2014 to September 2017

- Ø Assist the Human Resources department in hiring full-time and Contractual employees.
- Ø Psychologist and Counseling Work
- Ø Post-employment opportunities with various employment websites.
- Ø Identified potential sources for recruiting staff (i.e. job fairs, community organizations, advocacy groups, vocational/technical schools, colleges and universities,
- Ø Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations.
- Ø Maintain the existing employees and take the feedback from them.
- Ø Joining formalities & induction (joining form / Document Collection & Verification /Business & HR Policies etc / Welcome e mail / introduction to staffs
- Ø Monthly Challans & returns for PF & ESI.
- Ø Payroll Processing & Statutory Compliances
- Ø Preparation of compliance registers for audit.
- Ø ESI Card, Medclaim Card & PF Slips.
- Ø PF withdrawal / Transfer.
- Ø HR database & weekly record updation
- Ø Maintain 5'S And Kaizen Activity

Executive- HR & Admin.

RAGHBEER MACHINERY PVT.LTD - Gurgaon, Haryana

January 2011 to August 2014

- Ø Assist the Human Resources department in hiring full-time and Contractual employees.
- Ø Psychologist and Counseling Work
- Ø Post-employment opportunities with various employment websites.
- Ø Identified potential sources for recruiting staff (i.e. job fairs, community organizations, advocacy groups, vocational/technical schools, colleges and universities,
- Ø Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations.
- Ø Maintain the existing employees and take the feedback from them.
- Ø Joining formalities & induction (joining form / Document Collection & Verification /Business & HR Policies etc / Welcome e mail / introduction to staffs
- Ø Monthly Challans & returns for PF & ESI.
- Ø Payroll Processing & Statutory Compliances
- Ø Preparation of compliance registers for audit.
- Ø ESI Card, Medclaim Card & PF Slips.
- Ø PF withdrawal / Transfer.
- Ø HR database & weekly record updation
- Maintain 5'S And Kaizen Activity

Education

M.B.A. in Human Resource

Guru Jambheshwar University Of Science - Hisar, Haryana

Skills / IT Skills

Basic knowledge of MS-Office, Excel, Internet. # Basic Knowledge of- ERP, Time Tech. "The Time Office

Additional Information

- Ø Psychologist and Counseling Work
- Ø Human Resource Development (HRD)
- Ø HR Operations
- Ø Policy Implementation
- Ø Audits & Statutory Compliances
- Ø Compensation & Benefits
- Ø Employee Relations
- Ø Manpower Planning
- Ø Staff Recruitment & Retention
- Ø Manpower Planning
- Ø Liaising & Coordination
- Ø Employee Engagement
- Ø Orientation & On-Boarding
- Ø Employee Welfare
- Ø Training & Development
- Ø Performance Management

- Ø Self- Confidence
- Ø Sense of Responsibility
- Ø Maintain 5'S And Kaizen Activity
- Ø Planning & Implement System