

KASHIF FAIZAN

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SUMMARY

Results-driven HR Generalist with 7+ years of experience excelling in End-to-End Recruitment, Payroll, Compliance, Employment Law, Employee Relations, Onboarding, Performance Management, Policy Development, HRMS, and Training. Adept at managing employee records and data. Passionate about fostering a positive work environment and implementing strategic HR practices to drive organizational success

SKILLS

- Recruitment & Talent Acquisition
 - Employee Relations & Conflict Resolution
 - HR Policies & Compliance
 - Payroll & Benefits Administration
 - Onboarding & Offboarding
 - HRIS & Data Management
 - Performance Management
 - HR Reporting & Metrics
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PROJECTS

- ASHIYANA TOWER & FAIYAZ RESIDENCY- Aug 2016 To 2019
 - RAM JI TOWER- May 2017 To 2019
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WORK EXPERIENCE

HR Generalist- April 2023 To April 2024

Future Link Consultant (Immigration Consultant)-VADODARA

- Execute day-to-day HR operations, orchestrating HR functions.
- Managed end-to-end recruitment processes, including sourcing, screening, interviewing, and making job offers.
- Collaborated with hiring managers to understand staffing needs and requirements, improving hiring efficiency.
- Implement HR strategies aligned with business goals.
- Conducted new hire orientations, ensuring a smooth onboarding process.
- Administer payroll and employee benefits programs, handling related inquiries with accuracy and efficiency.
- Conduct regular audits to ensure data accuracy and compliance with HR policies and labor laws.
- Implement HR policies and procedures in compliance with labor laws.
- Prepare and present HR reports to management, highlighting key metrics and insights.
- Spearhead employee engagement initiatives, fostering a positive work culture.
- Conduct training sessions to enhance employee skills and knowledge.
- Play a key role in performance management processes and policy implementation.
- Conduct performance reviews and provide feedback to employees.

HR Generalist- Aug 2020 To Mar 2023

N.H.D Infotech (IT)- DELHI

- Execute end-to-end recruitment processes from sourcing to onboarding.
- Conduct interviews and coordinate candidate assessments.
- Collaborate with hiring managers to understand staffing needs and improve hiring efficiency.
- Administer payroll and employee benefits programs, addressing related inquiries.
- Maintain employee leave and attendance records, ensuring data accuracy.
- Implement HR policies and procedures in compliance with labor laws.
- Conduct new hire orientations and manage the onboarding process.
- Spearhead employee engagement initiatives, fostering a positive work culture.
- Conduct training sessions to enhance employee skills and knowledge.
- Play a key role in performance management processes and policy implementation.
- Conduct performance reviews and provide feedback to employees.
- Prepare and present HR reports to management, highlighting key metrics.
- Resolve employee relations issues, maintaining a positive work environment.
- Conduct training sessions to enhance employee skills and knowledge.

HR Officer- Aug 2019 To July 2020

A.N.M.M.C.H (Healthcare) - BODH GAYA

- Manage full-cycle recruitment processes, including sourcing, screening, interviewing, and onboarding.
- Maintain accurate employee records, handle documentation, and oversee attendance management.
- Proficiently utilize HRIS systems for data management and reporting purposes.
- Actively participate in policy implementation across various HR functions.
- Facilitate and lead employee engagement initiatives to enhance workplace culture.
- Conduct impactful training sessions to develop employee skills and knowledge.
- Address and resolve employee queries and concerns promptly and effectively.
- Ensure compliance with company HR policies, procedures, and legal regulations.
- Streamline HR processes to improve organizational efficiency and effectiveness.
- Foster a positive and supportive work environment conducive to employee growth and satisfaction.

HR Assistant- Aug 2016 To July 2019

Akanksha Enterprises PVT LTD(Construction)- PATNA

- Support recruitment processes by coordinating interviews, posting job openings, and managing candidate communication.
- Maintain accurate employee records, update databases, and handle documentation like offer letters and contracts.
- Assist in the onboarding process, conduct orientations, and facilitate training programs.
- Manage attendance records, leave applications, and timesheets.
- Coordinate employee engagement initiatives and assist in performance management processes.
- Handle HRIS systems to ensure data accuracy and integrity.
- Respond to employee inquiries promptly, contributing to a positive workplace environment.
- Collaborate with the HR team in policy implementation to foster compliance with HR standards and regulations.
- Contribute to creating a conducive work environment that promotes employee satisfaction and productivity.

ACADEMIC QUALIFICATION

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| • Master in Business Administration - HR
I.E.C University, H.P | 2017 - 2019 |
| • Bachelor Of Arts- English
Magadh University, Bodh Gaya | 2014 - 2017 |
| • H.S.C
A.N.S College, Jehanabad | 2011 - 2013 |
| • S.S.C
M.H. School, Jehanabad | 2009 - 2010 |

TECHNICAL QUALIFICATION

- Advance Diploma in Computer Application.
- Tally ERP 9.

PERSONAL DETAILS

- **Nationality-** Indian
- **DOB-** 05th July 1994
- **Hobbies-** Football & Workout
- **Passport No-** M9740473
- **LinkedIn Profile-** <https://www.linkedin.com/in/kashif-faizan-bb99b7222/>
- **Languages-** English, Hindi & Urdu