

## Abhishek Raj

☎+91- 7033333390. ✉ [jio.abhishek.raj@gmail.com](mailto:jio.abhishek.raj@gmail.com); [abhishek\\_hrd@yahoo.co.in](mailto:abhishek_hrd@yahoo.co.in)

S/o Mr. Mithlesh Kumar Ojha; Anandgram Chandmari Road Kankarbagh Patna-800020

## HR Professional.

A competent professional with **12+ years** of rich experience in **Human Resources Operation & Team handling**. Currently working with **Poonawalla Fincorp Ltd.** as a **Manager HR, taking care of Recruitment and HR Operations**. Prior joining to Magma I worked for Reliance Jio, Bharti Airtel Ltd...etc.

## Professional Experience:

Poonawalla Fincorp Ltd. Patna. (Formerly know as Magma)	
Period	Designation
12 Mar 2018 – As of Now...	Manager HR – Bihar, Jharkhand & Chhattisgarh

- Manage the manpower requirements in our zone by utilizing the various sourcing channels of recruitment, ensure quality hiring of incumbents
- Establishing HR Dept. at Circle level with smooth co-ordination with Zonal HR & Central Office
- Managing end-to-end recruitment process, which includes sourcing, phone screening and participating in personal interviews for various levels
- One point contact for all incumbents in the zone
- Ensure people connect to influence a positive work culture
- Work collaboratively with the Regional Manager and Zonal Head to implement people programs, processes and solutions that support the achievement of business objectives
- Execution of the generalist activities like employee engagement, driving talent management agenda, attrition analysis, career planning & mobility, people related initiatives on care and motivation, performance management
- Manage the entire life cycle of the incumbents joining in the region
- Execute resignation process, exit interview and retention of top talent in the zone
- Execution of the generalist activities like employee engagement, driving talent management agenda, attrition analysis, career planning & mobility, people related initiatives on care and motivation, performance management
- Work collaboratively with the Business Manager to implement people programs, processes and solutions that support the achievement of business objectives
- Generating and implementing annual goals and plans for the HR Dept in line with business plan.
- Successfully implementation of all instructions/guidelines received from Head office on time to time basis.
- Skip Level Meetings: Conduct Skip Level Meetings to understand issues faced by the employees and taking corrective/preventive action wherever required. Organizing and conducting various employee involvement forums like Open House / Grievance Redressal, Meetings etc.
- Conducting disciplinary proceedings including investigation & enquiry on case-to-case basis.

Reliance Jio., Patna.		
Period	Designation	No Of Reportees
15 Sept 2014- Mar'18	Area Manager HR – South Bihar (Gaya)	02

Bharti Airtel Ltd.(Denave India), Patna.
--

Period	Designation	Reportees
23-May 2012- 14 Sept 2014	Talent Acquisition HR For Bihar	01

Adecco India Ltd., Patna.		
Period	Designation	Reportees
1 Feb 2011- 24 May 2012	Branch Manager– Bihar	08

Randstad India Ltd., Human Resources Group, Patna.		
Period	Designation	Reports To
5-Apr 2009- 31-Jan 2011	Assistant Consultant – HR Payroll & Processing	Ashutosh Anand

ICICI Bank Ltd., Human Resources Group, Mumbai.		
Period	Designation	Reporting To
28 May 2008-31-Mar 2009	Sr. Executive – HR Payroll & Processing	Purnima

### **Key Responsibilities:**

#### ***HR Strategy:***

- ⇒ Formulation of HR Strategy at Circle Level in co-ordination with Circle Head, Zonal Office & Central Office.
- ⇒ Generating and implementing annual goals and plans for the HR Dept in line with business plan.
- ⇒ Coordinating for implementing best practices in line with business goals of the organization.

#### ***Recruitment:***

- ⇒ Sourcing CVs from referral, portal & consultant
- ⇒ Participate in end to end recruitment process since sourcing of CV to Placement across different levels.
- ⇒ Conducting joining formalities, Induction & Placement of new joiners

#### ***Employee Relations***

- ⇒ Conducting New Hire Induction, Orientation & ensuring cultural fit
- ⇒ Coordinating the Internal Job Postings (IJP)
- ⇒ Involved in employee engagement activities including Picnic, Get-together, Grievance redressal activities, audits, festival celebration, quiz etc
- ⇒ Employee Recognition & Awards Program
- ⇒ Employee Welfare aspects, Career Guidance, Identifying Skills and strengths, Creating Right Work Environment
- ⇒ Communication meeting with new joiners within 30 days of reporting to respective locations.
- ⇒ Skip Level Meetings: Conduct Skip Level Meetings to understand issues faced by the employees and taking corrective/preventive action wherever required. Organizing and conducting various employee involvement forums like Open House / Grievance Redressal, Meetings etc.

#### ***Performance Management:***

- ⇒ Imparting training on PMS activities to employees at Circle
- ⇒ Monitoring PMS activities and ensure the timelines

⇒ Managing grievance, PMS of an individual employee with co-ordination with HO.

**Management Information System & Audits:**

- ⇒ Generating MIS Reports
- ⇒ Maintaining RAG on daily basis
- ⇒ Updation of employees details in HRMS
- ⇒ Employee ID generation of new joiners
- ⇒ Managing Personal Dossiers
- ⇒ Quarterly attrition analysis

**Compensation/Benefits**

- ⇒ Leave updation & monitoring in HRMS for all employees at circle
- ⇒ Redressed of salary issues (If any)
- ⇒ Ensuring timely Salary Credit
- ⇒ Full and Final Settlement Processing
- ⇒ Employee benefits management (Medical Insurance, Loans, Salary Advances etc)

**Disciplinary Process**

- ⇒ Conducting disciplinary proceedings including investigation & enquiry on case to case basis.
- ⇒ Counselling & Taking Disciplinary action as per requirement

---

**Personal Profile**

Father' Name	:	Mithlesh Kumar Ojha
Occupation	:	Sr. Journalist
Date of Birth	:	10/09/1989
Sex	:	Male
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Indian
Language Known:		English & Hindi
Hobbies	:	Reading Magazines, Travelling & Playing Chess.

I hereby declare that all the information given above about myself is true to the best of my knowledge.

Place:.....

Date: .....

Signature