

CURRICULAM VITAE	
R. KAPIL BANSAL (HR Executive/Generalist/Recruiter) Mobile : +91 9944333520 Email : <u>rkbansal06@gmail.com</u> Personal Détails Date of Birth : 06th Mar, 1990 Age : 26years Nationality : Indian Marital Status : Single Personal Strengths ➤ Strong Interpersonal and Communication skills ➤ Strong commitment to quality ➤ Determination, Dedication, Discipline and Punctuality in job. ➤ Dedicated to tasks assigned ➤ Optimistic. Languages known ➤ English, Hindi & Tamil Interest & Hobbies ➤ Surfing ➤ Whistling ➤ Listening to light music Areas of Interest: ➤ Recruitment & Selection ➤ Training & Development ➤ Organizing Events ➤ Performance Appraisal ➤ Industrial Relations	Objective <i>To work and grow with an organization utilizing my potential and talents to its fullest and enrich my skills & knowledge, contributing my best.</i>
	Educational Qualifications
	✓ Master of Social Work with specialization in HR from Pondicherry University in 2013. Secured 8.31 CGPA. ✓ Bachelor of Commerce in Foreign Trade from Indira Gandhi College of Arts& Science, Puducherry in 2011. Secured 63% of marks. ✓ Higher Secondary from Jeevanandam Govt. Hr. Sec. School, Puducherry in 2008. Secured 78.83% of marks. ✓ 10th Standard from Kendriya Vidyalaya No.1, Puducherry in 2006. Secured 61% of marks.
	Technical Qualification
	✓ Diploma in Office Management (DOM) with 1 st class ✓ Diploma in Computer Hardware Engineering (DCHE)
	Familiar & Experience in
	✓ Ms Office, Tally 9.0, Desktop Publishing ✓ Preliminary Interviewing ✓ Recruitment / Selection / Induction ✓ Performance Management / Appraisal ✓ Statutory compliances ✓ Employee Engagement

Work Experience

Organization : SSG Consulting Private Limited (ITCSSG)
Tenure : August 2015 – February 2016
Position Held : Executive - HR

Roles & Responsibilities:

- Assisting in Recruitment of both Onshore and Offshore requirements.
- Scheduling Tele-Interview for candidates with respective managers.
- Co-coordinating with the technical managers in the process of Interview assignments.
- Maintaining status updates for the open requirements and submitting the same to Onshore team.
- Initiating and Administering HR Policies and Procedures
- Co-coordinating in issues with regard to PF and ESI.
- Taking care of Employee Engagement activities.
- Preparation of Timesheet Reports (Day-wise and Weekly Reports)
- Co-coordinating with development team with regard to Sandstar application.
- Handling onsite and offsite queries related to timesheets and other reports.
- Preparation of Leave Reports and maintaining the same.
- Carrying out and administering general Admin activities.
- Assisting in Payroll processing and performance appraisals of employees.
- Monitoring Greytip Software for daily leave reports.
- Preparation of Referral brochures, forms and other related formats.
- Analyzing Sandstar Application s for its enhancements.
- Building zero gap between employees and in-house applications.

Organization : TARMAL INDUSTRIES
Tenure : July 2014 – August 2015
Position Held : Executive HR / In-Charge – Administration & Operations

Roles & Responsibilities:

- Recruiting And Staffing resources
- Organizational Planning and development
- Compensation Administration
- Employee Orientation
- Handling Employee Grievances
- Employee Counseling
- Initiating and Administering HR Policies and Procedures
- Designing Reporting formats and protocols
- Implementation of Performance Based Performance Management System
- Co-coordinating with government officials with regard to PF and ESI implementation
- Establishing, Organizing and monitoring maintenance of departments, records etc.
- Co-coordinating with clients related to production issues
- Employee Engagement
- Assisting in production planning and monitoring the same.
- Ensuring Employee records and discipline
- Maintaining shop floor procedures and requisites
- Assisting in Accounts, Purchase, Sales, Imports and distributions.
- Creating and maintaining statutory registers

Organization : Integra Software Services Private Limited
Tenure : December 2013 – May 2014
Position Held : Executive- HR

Roles & Responsibilities:

- Coordination with Technical panel and understanding their requirements, Defining job requirements and positions
- Sourcing, Screening and Short listing resumes through various job portals, internal references and head hunting
- Short listing the resumes based on requirements with respect to desired skills and experience
- Posting jobs openings on portals and advertising the same in local media.
- Conducting Telephonic and Personal interviews in coordination with Departmental Heads
- Preparing offer letter, Employment Contract and Job Descriptions
- Taking care of Joining Formalities and Documentation of the same
- Co-coordinating in Induction process with Employee Relations team
- Negotiating and Coordinating with the Recruiting consultants on Pan India basis
- Discussing with higher authorities on requirements and strategies to reduce the back logs in recruitment.
- Negotiating of Salary packages with candidates
- Preparation of Manpower Approvals for all level of requirements
- Maintaining overall and individual tracker both requirements wise and position wise

Field Work Experience

❖ Vocational Rehabilitation Centre for Handicapped, Puducherry

- Assisting and maintaining of inmates records.
- Conducting group activities for students based on IQ Level
- Teaching students on basic behavior

❖ Motherson Automotive Technologies and Engineering (**MATE**), Puducherry

- Handling complete HR documentation process like joining formalities, requisites for new joiners & Preparation of induction program of the new employees and obtaining feedback.

❖ Lenovo India Pvt. Ltd., Puducherry

- Involved in end-to-end recruitment process for closing of positions (casuals, IPT's, Apprentices) in time and responsible for the entire Interview process from sourcing till the Employee is On-Board.
- Responsible for maintaining database of the candidates.
- Handling PF claims processing
- Responsible for maintaining various statutory registers.

Coordinating with clients, consultants and labour department for obtaining license renewal, half yearly and annual returns under various acts.

Internships

❖ Hidesign India Pvt. Ltd., Puducherry

Talent Acquisition

- Identification of vacancies, Coordination with the Unit Head and finalizing exact requirement.
- Analyzing and sourcing candidates through job portals, walk-in, advertisement, referral and placement.
- Assisting in preparation of Job Descriptions.

Employee Engagement

- Ensuring prompt & timely resolution of employee grievances and maintaining cordial employee relations.
- Developed long term relationship with employees through personal interaction and close proximity.
- Conducting Employee Engagement activities (Employee of Month, Birthday bash, Five Years Award, Manager of Region, Team outing, Farewell) on regular intervals.

Performance Management System

- Developed and maintained an effective PMS.
- Compiling the appraisals of all employees for Unit Head's perusal.
- Arranging to issue Increment/Rating letters to management category employees.

❖ Supreme Industries Ltd., Puducherry

Induction

- Preparation of induction program for the new entrants and obtaining feedback.
- Handling complete HR documentation.

Block Placement

❖ Hidesign India Pvt.Ltd. Puducherry

- Recruitment
- Employee Management
- Performance Management/ Appraisal
- Assisting in Campus Placements

Research Project

❖ A study on “**Influence of Organizational Climate on Organizational Commitment**” at The Supreme Industries Ltd, Puducherry.

Description of Project:

The above study focused on finding out the impact of Organizational climate on employees commitment based on various parameter viz; Communication, Teamwork, Compensation, Training & development, Policies etc. The study was based on two approaches categorized as Cognitive Schema Approach and Shared perception Approach. The overall findings of the study indicated that Job Satisfaction and other organizational factors does have significant impact on the commitment of employees which shall further develop and take the organization a step ahead.

Participations & Achievements

- ❖ Participated in “**WE CARE**” film fest organized by the Department of Social Work, Pondicherry University and Brotherhood, New Delhi.
- ❖ Been a part of the “**Study Tour**” 2012-13 as student Coordinator.
- ❖ Been a part of the “**Rural Camp**” 2012-13 as student Coordinator.
- ❖ Received Rajya Puraskar Award in Scout & Guides during schooling.
- ❖ Participated in National Level Competition “**Commet’11**” and won
 - 1st place in **Quiz competition**
 - 2nd place in **Group Discussion**
 - 3rd place in **BIZ war (Business Quiz)**
 - 1st place in **6 minutes to fame (A talent exposure event)**
- ❖ Participated in Inter College Meet and won 2nd place in **Paper presentation** on “**Human Capital**”.

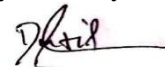
DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and I assure you of discharging competently the duties you may be pleased to entrust with me.

Place: Puducherry

Date:

yours truly,



R. KAPIL BANSAL