**Amit bharti**

****Email; [amitbhartihr@gmail.com](mailto:amitbhartihr@gmail.com)

Phone: 7543009800 / 9835399800

Current Location: Ranchi,jharkhand

**In quest of Managerial Position with a Reputed and People-driven Organization.**

**Professional Synopsis**

* A result oriented H**uman Resource professional with 11 years** of comprehensive experience in

Recruitment/Talent Acquisition/HRM/HR Operation.

* Consistently **ensured that HR policies and procedures** have optimized value across overall organizational Processes; innovatively designed & implemented various policies for enhancing employee productivity leading to increased revenues
* Gained valuable experience in the **areas of Recruitment & Talent Acquisition.**
* Proficient in **overseeing the entire HR process including** manpower planning & budgeting, recruitments, attrition/market, performance & compensation management, etc.
* Spearheaded operations as a HR Generalist with rich expertise in various facets of HR, viz. Manpower Planning & Talent Acquisition, Employee Cost, Performance Management, Employee Branding, etc

**Recruitment & Talent Acquisition HR Policy Formulation/Implementation**

**Joining Formalities/Induction Training & Development Performance Management Employee Engagement/Welfare**

**Payroll Processing General Administration**

**Liaison & Coordination/ Compliances**

**Career Contour**

**Sai Globall Info Pvt Ltd. N.D( ISO 9001:2008 Company)**

**July 2013- Till Date- Senior Mgr- Hr**

**Key Responsibility**

* Planning Human resource requirements in consultation with heads of different departments; managing the complete recruitment life-cycle for sourcing & validating the best talent.
* Formulating sustainable HR policies which are in long-term interest of the organization; HR policies in line with core organizational objectives.
* Serving as one point of contact for the new employees and ensuring completion of joining formalities & initial briefing of new joiners.
* Conceptualizing & developing training & development initiatives for improved productivity, capability building and quality enhancement; identifying the training needs based on the basic competency & performance appraisals from Department Heads & accordingly preparing training schedules/calendar, etc.

**Significant Contribution**

* Handling complete Hr Department singlehandedly Includes Recruitment, Manpower Planning & Strategy, Talent Acquisition.
* Preparing Training needs, Gap Analysis & imparting training on Pan India basis.
* Reduced the recruitment cost by 20% on advertising & saved for organization.
* Leveled as Most powerful employee after director & top management in decision making process/operations.

**Second May International, Greater Noida, U.P.**

**July 2012 to June 2013- Manager –HR**

**Key Responsibilities**

* Handling Manpower requirements in consultation with HODs and carry out the restructuring wherever required.
* Organising monthly communication meetings, open house & skip level meetings
* Ensuring healthy employee-management relations in the organization by organizing engagement activity. Rewards & recognition and other awareness programmers.
* Negotiating and amicable settling issues among the employees & managers arising due to time, office, wages administration, etc.; monitoring disciplinary issues & recommending corrective actions
* Introduced the Induction Manual and the Training Manual for the complete organization

Significant Contribution

* Pivotal in conceiving and operational zing a multi-layered recruitment plan that involved collaboration and planning with all departments;
* Established the HR Department from grass root level in Second May International

**Talent Management Consultant, Ghz.**

**Oct 2009 to June 2012 – Manager- Recruitment**

**Key Responsibilities**

* Managing the Complete Recruitment Life Cycle For Sourcing the bestTalent From Diverse Source.

Their clients ranging From Banking, Insurance, Real Estate, Financial Company, Engineering, , Restaurant , Hotel, fmcg,IT & BPO etc..

* Maintained TAT for Most of the Position worked & set a benchmark.
* Worked with org./ Clients set up by IIT/ IIM Graduates.

**Espire Infolabs Pvt. Ltd. Faridabad**

**May 2007 to Sep 2009 - Manager HR/Admin**

**Key Responsibilities:**

* Manpower Planning, Recruitment for Non IT positions.
* Drive/support all employee engagement activities of the company like Monthly Joinee Interaction, New Joinee Lunch, New Joinee Feedback, Mentor-Mentee etc.
* Taking Care of Attendance, Payroll Management,
* Managing internal and external HR Audits.
* Employee Engagement & employee Welfare Activity.
* Coordinating for Statutory Compliances.

**Aptech Ltd. N.D**

**Jan 2004 to Apr 2007 - Senior Executive-HR/Admin**

**Key Responsibilities:**

* Coordination for Recruitment, Induction & Joining Formalities.
* Conducting organizational survey to assess employee motivation, expectation, grievances etc.
* Coordination for Training & Development, Effective Implementation of Human Resource Policies.
* Payroll Management, Coordination for Full and Final Settlement,
* Disbursement of All Kinds of Conveyance reimbursements of Employees & Petty Cash.
* All Administrative Activity In Terms of Day to day operation.

**Initial Experience**

DSS Mobile Communication Ltd-Nov 2002- Dec 2003 Senior Sales officer- Mkt/Sales./Customer Support.

RPG Paging Pvt Ltd- Feb 2000 - Sep 2001 Sales officer-Mkt/Sales.

**Academic/Professional Credentials**

* **PGDM 2 Year Full Time (Masters of Business Administration)** from IIPM, New Delhi with specialization in MKT/HRD

**Training & Membership**

* Trainings Coordination for Leadership Team Building, Corporate Communication ,Motivation etc
* Active member with SHRM, Cite HR, LinkedIn, Job Buzz.
* Selected as key member as a Management representative for Implementation of ISO Training and certification

**Personal Dossier**

* Present Address : B.P. Verma, Hawai Ngr road no-3 P.O. Hatia Ranchi, Jharkhand
* Expected Salary : Negotiable.
* Notice Period : Immediate
* Linkdin Profile : [in.linkedin.com/pub/amit-bharati/13/501/35b/](http://in.linkedin.com/pub/amit-bharati/13/501/35b/" \o "View public profile)