

N.SATISH

Noida (U.P)

Mob: - +91-7000132396

Email: - satishnitm@gmail.com



An MBA Graduate with strong work ethics and the willingness to perform. I am looking forward to work with an organization that provides a challenging work environment and helps me to learn and grow with the organization.

Overall Value Proposition:-

- Expertise of hiring in various domain like **Education, Media, Manufacturing, Real-estate, BPO, IT/Non IT recruitment** etc.
- Complete Ownership for end to end recruitment drive.
- Having hands-on experience on various job portals like **Naukri, Monster, Times Jobs, Indeed, LinkedIn** etc.
- Self Learner and Mentor team to work on using various phases in recruitment.
- Client interaction for understanding requirement in global respect.
- Engaged in branding activities to generate leads for business development.
- Coordination & HR Operations.

Work Experience:-

1. Working with Planetcast Media Service Ltd., Noida as Corporate HR.

(From Oct 2017 to Till Now)

Key Responsibility:-

Responsible for overall quality system in HR department.

- Taking care of end to end recruitment working on both IT recruitment & non IT recruitment as well handling a recruitment team.
- Understanding and executing staffing requisition, requirements and issues from all departments.
- Draft and update of documents such as job descriptions other HR related documents.
- Draft and update of documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies and other HR related documents.
- Sourcing candidates via job Portal (Naukri, Monster, Shine, Times job, LinkedIn etc & online advertisements).
- Calling & lining up candidates for the interviews.
- Taking Initial HR round & coordinating with concerned department for further Interview round.
- Salary negotiation & preparing initial salary structure.
- Issuing Letter of Offer/Intent/Employment to the selected candidate.
- Keeping and maintain the record of all the necessary joining documents (Aadhaar, PAN, Education documents etc) of new joinee.
- Taking care of on-board joining formalities of new employees.
- Briefing & Conduct training, induction & orientation program to the new employees.
- Setting up / Update / Forward email addresses for new employees and resigned employees.
- Maintain employees leaves, medical and attendance record. Keeping track employee attendance/absenteeism and report to Operations Manager.
- Attending / Understanding employee's grievances in their work engagement level and implement corrective measures for them.
- Performing Reference check, Employment check/Background verification and Criminal check for new employees.
- Conduct exit interviews to identify reasons for employee's termination.
- Planning of company events or activities on occasions by management's approval.

- Organizing training sessions or Employee engagement programs for employees ensuring that they are fully equipped and able to perform their duties.
- Worked for S Pass Employment process for Southeast Asia region.

2. Worked with **Asians Institute of Technology, Jaipur as Training & Placement officer** (Training & Placement Department). (From Sep 2015 to Sep 2017)

Key Responsibility:-

- Developing and Executing the Placement strategy.
- Conducting Recruiting Survey (s).
- Taking care of end to end recruitment working on both technical & non technical staff hiring.
- Placement Presentation at various companies.
- Organizing the Career Counseling session by experts.
- Organizing Resume Writing, GD and Interview(s) skills development sessions.
- Developing and maintaining Corporate Database.
- Conducting Campus Placement programs for students.
- Allocation of companies to student groups for image building.
- Coordinating all the activities related to Placement.
- Assess instructional effectiveness and determine the impact of training on students skills.
- Managed place service and activities efficiently.
- Developed vocational guidance curriculum and programs.
- Designed industry oriented vocational guidance activities.
- Participated in conferences and meetings relevant to the job position.
- Initiated and implemented job prospect enhancing programs.
- Coordinated with external HR consultancies and placement agencies for placement of students.

3. Worked with **Asians Institute of Technology, Jaipur as Assistant Professor & Coordinator** (Training & Placement). (From July 2013 to Aug 2015)

Key Responsibility:-

- Teaching concepts of multimedia communications and analog communications.
- Attending conferences on network analysis and control systems.
- Developing grant proposals for the department of Electronics and communication engineering.
- Teaching students on installation and commissioning of communication and computer systems.
- Giving presentations in areas of optical fiber sensor technology, optical communications and fibers.
- Assessing and evaluating performance of students on monthly basis.
- Conducted lectures in areas of analog and digital electronics.
- Prepared lesson plans on programmable logic controllers, transmission lines, microprocessor and microwave system technologies.
- Designed curriculum as well as lab exercises for the students.
- Developed and implemented learning-outcome program assessment plans.
- Maintained proper and timely academic activities of students.

As Coordinator :-

- Mapping out training plans and schedules, designing and developing training programs (outsourced or in-house) for corporate & HR training.
- Choosing appropriate training methods per case (virtual, simulated, mentoring, on the job training, professional development classes, etc).
- Marketing available training opportunities to employees and providing necessary information.
- Map out annual training plans for management & Students.
- Design and develop training programs (outsourced and/or in-house).
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes).
- Market available training to employees and provide necessary information about sessions.

- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- Use known education principles and stay up-to-date on new training methods and techniques.

Projects:-

➤ **Project-1**

Project on “**GSM Based Acropolis Home**” Bachelor of Engineering Final year Major Project.

The objective of this project was to understand and analysis the effectiveness of existing training methodology and find out the improvement areas based on various factors like project needs latest training technologies in the market.

➤ **Project-2**

Project on “**A Study of Employee Satisfaction towards SBI Gwalior**” MBA Final year Major Project.

The objective of this project was to find out the improvement areas based on various factors and feedback from the employees.

Awards & Affiliations :-

- Received certificate from M.I.T.S Gwalior for attending National Seminar on “Renewable Energy”.
- Received certificate from Prom Society Udaipur for attending and participating International Symposium on “Organic Farming and Renewable Sources of Energy for Sustainable Agriculture”.
- Received certificate from Jaipur Engineering College Jaipur for participating “Rostrum” ISTE Student Annual Convention.
- Received certificate from I.I.T Roorkee for participating “Aeromodelling Workshop”.
- Received certificate from I.I.T Roorkee for Attending Annual Technical Festival of I.I.T Roorkee.
- Received certificate of Proficiency from Ducat Noida in “Embedded Systems”.
- Received certificate from CMC Limited for attending Workshop on “Robotics”.

Academic Credentials:-

Masters in Business Administration (HRM)

Sikkim Manipal University, Gwalior (M.P), 2016

Bachelor of Engineering, Electronics and Communication Engineering (ECE)

Nagaji Institute of Technology & Management, Gwalior (M.P.), 2013

Rajiv Gandhi Proudhyogiki Vishwavidyalaya, Bhopal (M.P)

Intermediate, Science

Ram Krishna Vidya Mandir

C.B.S.E Gwalior, Madhya Pradesh

High School

Model Convent High School

C.B.S.E Gwalior, Madhya Pradesh

Soft Skills:-

- Interpersonal Skills.
- Ability to Work under Pressure.
- Decision Making.
- Time Management.
- Self-motivation.

- Conflict Resolution.
- Leadership.

Hard Skills:-

- MS Office
- Embedded C Language.
- C,C++

Language:-

- English R/W/S
- Hindi R/W/S
- Tamil S

Personal Dossier:-

Father's Name:- D.N Nagaraj
DOB:- 26.01.1989
Gender:- Male
Marital Status: - Single
Nationality: - Indian
Mailing Address: - Near Noida City Center Sector 36 Noida (U.P)

Declaration:-

I, N Satish, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place: - Noida

(N.SATISH)