**ASHISH KUMAR**

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|  | [**Present Address:**](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#adr_addrline1_)  K-73 Phase-II Vijay Vihar Near Rohini Sector-4  New Delhi -110085. India | **Cell Phone**: 9555202143  **E-mail**: [ashishkumar24x7@gmail.com](mailto:ashishkumar24x7@gmail.com) , [hrgeneralist24x7@gmail.com](mailto:hrgeneralist24x7@gmail.com) |

[**OBJECTIVE**](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#obj_sectiontitle_)

 I want to become an example for other persons.

[**PERSONAL INFORMATION**](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#per_sectiontitle_)

 [**Date of birth**: 25th March 1989, **Father's Name**: Mr. Ramlal, **Permanent address**: K-73 Phase-2 Vijay Vihar near Rohini Sector-4 India.](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#per_details_) Passport- Available

**SUMMARY**

 [Solid understanding pertain to **HRM**; - Recruitment, Selection, Joining Formalities, Induction, Leave Management, Employees Engagement, Statutory Compliances- ESI, PF, Exit Formalities, **ADMINISTRATION**- Vender management, Facility Management, Tour Management.](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#sum_details_)

[**PROFESSIONAL EXPERIENCE**](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#emp_sectiontitle_)

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| * **Akums Drugs & Pharmaceuticals Ltd**   (**Akums Drugs & Pharmaceuticals Ltd**, is an internationally recognized WHO-GMP certified and one of the leading contract manufacturing and has rapidly emerged as the premier integrated pharmaceutical company in India. Its business focuses on the manufacture and marketing of pharmaceutical products and services to clients across the globe, portfolio includes a range of US-FDA norms producing **HORMONAL**preparations in **Oral** (Solid & Liquid) & **Injectable** forms, **Skin Ointments & Cosmetic** preparations, **Oncology**formulations and Contract Research and Manufacturing Services..)   * **Designation:- Executive- HR** * **Employee Strength :-7,500 (Around)** * **Location :-**  New Delhi | **Sep’2015 to Till Date.** |

* **Key Responsibilities :-**
* **HUMAN RESOURCE**
* **Recruitment & Selection:-**
* Managing complete Recruitment Process by working on leading portals such as Naukri,

Monster & Times Jobs and through Job Postings, Resume Databases, social networking sites such as LinkedIn, facebook,: Mass Mailing & Head Hunting.

* Handling preliminary rounds of interviews, followed ups for interview, feedbacks & joining, carried out negotiation and catered to post offer follow-up.
* Track record of preparing job descriptions and job specifications; instrumental in designing Job advertisements for job portals as per the positions Create job descriptions.
* **Joining Formalities :-**
* Issuing offer letter, appointment letter, employment agreement, access card, employee manual, opening bank account.
* Get generated email id, providing Identity & Visiting cards.
* **Induction :-**
* Introducing new joinee with the company & various HR policies.
* **Employee Engagement :-**
* Arranging games for employees in term of fun activities such as **FUN WITH LEARNING**, **LET’S CHAT** etc.
* Assisting in get together activities such as **MANTHAN.**
* Preparing PPT for Manthan presentations.
* Arranging eyes check-up Camps for employees & doing some Medical test internally.
* Preparing reports of all check-up under the supervision of concern person.
* **Attendance, Salary and Wage Administration :-**
* Collecting attendance from various branches
* Generating attendance reports from Bio-Matrix attendance.
* Marking late mark, half day, without pay.
* Preparing Attendance Sheet.
* Handling distribution of Salary slip.
* Assisting in Bonus / Leaves Calculation.
* Handling employees Grievance & resolved concerns relating to salary.
* **Leave Management :-**
* Checking leave application.
* Updating leave register, leave cards.
* **Statutory Compliances :-**
* Assisting in PF & ESI related task.
* **HR Administration :-**
* Maintaining the Personnel Management Systems of employee database.
* Database building, creating and maintaining required and relevant MIS.
* **Exiting Formalities :-**
* Accept resignation letter & issue clearance certificate.
* Full & Final settlement.
* Conducting exit interview.
* Issue reliving letter, experience certificate
* **ADMINISTRATION**
* **Vendor Management :-**
* Identify cost effective vendors, Quotation collection, Comparative statement, Negotiate, preparing Purchase Order, Follow-up for supply & services.
* Negotiating with vendors for obtaining timely procurement of requisite items at favorable terms.
* Co-ordination with Vendors and Agencies for renewal of corporate deals and contracts for AMC.
* Scrutiny and verification of various purchase orders, invoices.
* Co-ordination with parties from Work Allocation till completion.
* Maintain the MIS reports related to Administration department & admin expenses.
* Responsible for maintaining and keeping the track on stock of Printing stationery,
* Responsible for files management, office Stationery & Courier- inward & outwards.
* Responsible for all Payments of Inward Bills including Electricity, Water, Rent, Maintenance & other Vendors.
* **Facility Management :–**
* Taking care of Housekeeping, Security, Cafeteria, Safety, Pest control, Office hygiene and necessary Maintenance of premises
* Responsible for maintaining the company owned vehicles - taking care of insurance, repairs & maintenance.
* Provide administrative support to all office locations for routine office work (handle maintenance and other services, office stationery etc.)
* Responsible for Training, Meeting arrangement in relation to Room allocate, Food & Beverage, Seating arrangement, Stationary etc.
* **Tour management :–**
* Responsible for Cab, Hotel Bookings.

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| * **Aerostar Aviation Pvt. Ltd. (Imperial Holding Pvt. Ltd.)**   (Founded in 1989, **Aerostar Aviation** is part of Imperial Holding group has rapidly grown to become an industry leader in the aviation after-market services of airborne equipments and systems. It provides innovative, well defined and value added solutions for our customers worldwide. It’s one of the largest distributors of new and overhauled aircraft equipment, airframe components & engines and provide services like supply chain management, inventory management, purchasing/marketing of aircraft material, spares pooling/leasing, repair management, aircraft dismantling and technical services.)   * **Designation:- Executive- HR** * **Employees Strength :- 218** * **Location :-**  New Delhi | **April’2013 to Sep’15.** |

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| * **Novacare Drug Specialities Pvt. Ltd.**   (“Novacare” Group is well known in Pharmaceutical industry as one of the most reputed & professionally managed Trading House and providing marketing support particularly in North & Western Region of India for various Pharmaceutical Companies. It is operating through **Novacare Drug Specialities Pvt. Ltd.** and two subsidiaries **Medworld Pharmaceutical Pvt. Ltd** and **Novamark Drug Specialities Pvt.** **Ltd.** Currently also diversifying in Packaging business)   * **Designation:-** HR & Admin Assistant **(**Reporting to Director/Manager-HR & Admin) * **Employees Strength : 500+** * **Location :-** Mayur Vihar , New Delhi   (Responsible for Entire Delhi-NCR Branches) | **March’2012 to Feb’2013.** |

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| * **RR Associates ( Recruitment consulting Firm).** * **Designation: -** HR Executive * **Employees Strength :**- 18 * **Location :-** Pitampura , Netaji Subhash Place, New Delhi | **March’ 2011 to December’ 2011** |

* **Job Responsibilities :-**
* Handling the entire recruitment cycle (Junior, Middle and Senior Level Management Search )
* Sourcing, Screening and Short-Listing Candidates through Various Channels. Online, Headhunting, and Referencing.
* Conducting Prelim Telephonic Interviews.
* Follow up with candidates till joining.
* Analyzing Client's Requirements by way of Coordinating and Scheduling Interviews.
* Client Interaction by Distant Conversations or Interpersonal Meetings.
* Achievements of Targets, Client Relationship Management.
* Induction of new joining
* Documentation & seat arrangement of new joining.
* Maintaining Attendance.
* Creation of personal files of new & existing employees.
* Maintaining & Updating Daily, Monthly, Quarterly & Yearly MIS.

**Key Competencies**

* Good Potential to Handle Multiple Works.
* Excellent command on Jobs Portals(**Naukri, Shine, Monster, Timesjob, Social networking sites etc**)
* Never accept debacle in any kind of task.
* Knowledge of ESI, PF, Payroll.
* Keen Learner

[**EDUCATION**](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#edu_sectiontitle_)

* **MBA in HR** from Bharaati Vidyapeeth, Pune University, School of Distance Education (Accredited with ‘A’ grade by National Assessment & Accreditation council [NAAC]) (3 year Duration)
* Passed **BA in Human Resource Management** from college of vocational Studies ( Delhi University) in 2010 (3 years Duration)
* Diploma in Computer Teacher Training (18th month Duration)
* [Passed 10+2 from CBSE Board, New Delhi in 2007](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#edu_institution_0)
* [Passed 10th from CBSE Board, New Delhi in 2005](file:///C:\Documents%20and%20Settings\banq\Local%20Settings\Temp\resume.htm#edu_institution_0)

Date :- (Ashish Kumar)