**Nitin Goyal**

Contact: **+91 9582162321, 9811467323** E-Mail: [nitin\_6868@yahoo.co.in](mailto:nitin_6868@yahoo.co.in)

**Seeking middle level assignments in the field of HR Generalist/ MIS with a growth oriented organization of repute.**

**ACADEMIA**

**PGDHRM from Symbiosis University, Pune**

**B.com from Delhi University.**

**GNIIT (**Software Engineering Diploma**) 2010**

**XIIth**

DLDAV School (CBSE Board)

New Delhi in 2004.

**Xth**

DLDAV School (CBSE Board),

New Delhi in 2002.

**PERSONAL DOSSIER**

**Date of Birth:**

**18th June 1986**

**Languages Known:**

English, Hindi

**Current Address:**

Delhi

Location Preference: Delhi/ NCR

**Delhi/ NCR**

**SYNOPSIS**

* Budding professional **6+ years of experience as a HR Generalist & MIS.**
* Currently associated with **Fluor Daniel India Pvt. Ltd.**, Gurgaon.
* Acquired knowledge of new methods and industry trends while undertaking projects.
* Strengths:
  + An analytical mind with the ability to think clearly and logically.
  + Ability to work accurately and pay attention to details.
  + Excellent in communication & interpersonal skills with high ethical standards.
  + Multitasking ability to sketch plans, prioritize work and manage complex responsibilities under aggressive timelines

**PROFESSIONAL ENHANCEMENT**

**Fluor Daniel India Pvt Ltd, Gurgaon as a** **Human Resources Specialist**

(July 2011 to Till Date)

About Fluor- Fluor Daniel is an American company in Oil & Gas sector currently ranked 109 in the list of Fortune 500 companies. The current staff strength of India office is nearly 3700,

**Accountabilities:**

* Maintenance of employee database. **I have an additional responsibility of preparing all the HR related regional reports (for Asia Pacific region) and present them to the management for the quarterly review and updates.**
* Single point of contact for all SAP related work at the New Delhi office.
* Managing the Fluor’s HRMS (Adrenalin). Providing access of the same to all new joiners and resolving all the employee queries related to it
* Managing Leave Records of all the employees and annual reconciliation of the leave records.
* Maintaining Insurance records for sharing with the insurance companies periodically. Additionally acting as a focal point of contact between the insurance companies and employees for claims.
* On- boarding specialist at the New Delhi office.
* Managing the off- boarding process as and when required including preparation of the Full & Final settlement.
* Participating & organizing various employee engagement initiatives as and when I am nominated for the same by the department.
* First point of contact with the payroll team from the HR department.
* Supporting the Recruitment team during the major walk-in initiatives.

**Special Projects:**

Integration of SAP with HRMS for reducing the duplications of efforts.

Leave Reconciliation for past 5 Years.

**CSR Activities:**

Participation’s in

* HSE Week
* Blood Donation Camp
* Medical camp for Support Service Staff
* Sports Day for Under – Privileged group of Students.

**Dish TV India Pvt Ltd**

(Jul 2010 to Jul 2011)

About Dish TV- Pioneer in digital entertainment and Asia’s largest DTH service provider, DishTV is enabling millions of customers with world-class TV viewing experience while providing innovative products and value-added services.

**Accountabilities:**

* Arranging & conducting Interviews/Initial screening of candidates, helping in recruitment processes for sales and technical team at all 8 zones.
* Maintenance of employee database and SAP records with personal files for all 8 zones.
* Issuing of Various Kind of Letters e.g. Appointment Letters, Warning Letter, Termination Letters, Confirmation Letters, Relieving Letters and other Kind of Letters as required.
* Taking care of PF inputs, Gratuity and other Compensation and Benefits for the new hires and existing employees.
* Conduct employee orientation and facilitate new comers joining formalities.
* Managing the off- boarding process as and when required including preparation of the Full & Final settlement.
* Conducting various welfare activities.
* Preparation of monthly zonal dashboards and corporate reports for management reviews.
* Analyze business information to identify process improvements for increasing business efficiency and effectiveness.

**Aircel**

(Dec 2008 to Jul 2010)

About Aircel – Aircel a fifth largest GSM services provider headquartered in Chennai. Maxis Communication (Malaysia) holds major share in Aircel(74%).

**Accountabilities:**

* **HR**
* Managing end to end Employee life cycle for employees of Aircel as well as third party payroll.
* Ensured smooth On Boarding for new joiners
* Managed Employee Communication and Engagement Initiatives like Townhalls, Fundoo Fridays, Manager one-o-ones, Skip Levels & other Engagement Activities
* Handling processes and procedures of transfers, relocation, and exits
* Maintaining and updating employee database. Exposed to SAP HR Employee Profile module.
* Handled and resolved policy related issues/concerns for the prospective employees
* Support employees in query and issue resolution and act as a single point of contact for all HR queries.
* **MIS**
* Maintaining all data & records.
* Data mining, maintaining & managing data base.
* Data, Reports & Business analysis.
* Handling Day to Day activity.
* HR Dashboard – Responsible for collating and presenting HR Monthly dashboards and identifying and reporting potential concern areas.

**TECHNICAL SKILLS**

Well versed with SAP, ERP Software’s, Microsoft Office (Excel, Word, Power point) and Internet Application.

**OTHER ACCOLADES**

**Certifications:**

* Microsoft Certification: MCP (Microsoft Certified Professional (90.8%)
* SUN JAVA Certification: SCJP (SUN Certified java Developer (65%))

**Other Achievements:**

* Successful deployment of various HR IT tools in the organization.
* Launch of various R & R and Employee engagement related programs & initiatives.

Received “**Smart Buddee”** award for implementation and strengthening of the best practices in HR services **@ Aircel**

**Local KM-Pacesetter @ Fluor Daniel**