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| ***C:\Users\user\Desktop\Bachan Dev Bhatt-S22IS-010 (3).jpg Bachan Dev Bhatt*** |

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|  | ***Professional Summary***  A result driven and experienced Human Resource professional with the last 23 years in the leadership positions. My motto that has driven me throughout my career is being enthusiastic and dedicated, and consistently focussing on high integrity with strong work ethic.  ***Career Journey – (23 years +)***  **JSSI GROUP OF COMPANIES – HR & ADMIN MANAGER – BAHADURGARH** *October 2020 to till*  https://www.navkarcfs.com/a/images/navkar-logo.png - Manager – HR & Admin  Vapi, Gujrat  *09/2019 – March 2020*  ***Expertise***   * Heading Employees PF & Mediclaim related matters * Payroll * General Administrative activities * Employees Personal Data, Employees salary account opening. * Coordination between employees & management * Government Liaison * Accidental Case & medical facilities * Audit & Compliance * Safety Trainings * Employee Grievance Handling cell * Create, update and maintain organization structure and inventory of job descriptions * Implement HR policies, employee engagement initiatives for motivation and retention   **GHPL (Real Estate Company) – Noida – HR &Admin Incharge**  **02/2016 – 08/2019**  Al Jomaih Bottling Plant – FG Administrator - Riyadh  Company Profile -: Manufacture Pepsico Products  *03/2013 -06/2015*  Fibroplast Marine (P) Ltd - Manager - HRD, Noida  Company Profile -: Boat Manufacture (Engine Boat, Rescue Boat, Rafting Boat)  *02/2005 -01/2013*  Suri GroupRohan Motors Ltd – Senior Executive – HR & Admin Noida, UP  Company Profile -: Authorised Dealer for Maruti Udyog Limited  *01/1996 -05/2005*  ***Career Timeline***  GHPL – HR & Admin Incharge  Fibroplast Marine - Manager HRD  ***Sharu Industris***  1996-2005 2005-2013 2013-2015 2016-2019  ***Rohan Motors Fibroplast***  Al Jomaih Bottling Plant – Riyadh (KSA)  Rohan Motors Limited - As Senior Executive HR & Admin Personnel & Admin  ***Roles & Responsibilities***  ***(Human Resource & Administration)***  **Personnel and Industrial Relations**  Interview, Recruitment & Selection, Induction & Orientation, Performance Appraisal, Training & Development, Salary & wages administration, Transfers, Factory license, Statutory compliances of E.S.I., P.F., Bonus, Factory act, I.D. act, Statistics return, Contract Labour, Gratuity, Full & Final settlement,  **Administration**  Liaison with government departments, Security, Canteen & Transport  Management, Maintenance & Up-keeping Office Vehicles, Equipments,  Accommodation, Organise functions. |  |  | [bachandev1@gmail.com](mailto:bachandev1@gmail.com), [linkedin.com/in/bachan-dev-bhatt-977a4515](https://www.linkedin.com/in/bachan-dev-bhatt-977a4515?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BceZNRL%2BIT0ipcP8GMA2jug%3D%3D) Mobile: 892-949-0932 West Vinod Nagar, Delhi - 110092  ***Education***  Hemwati Nandan Bahuguna Garhwal University, Srinagar Uttrakhand  B. Com: Commerce  *Trainings*  **ISO 9002 Auditors Training** Personality Development & Interview Skills First Aid  ***Key Skills***   * Recruitment and training * Talent Acquisition * Technical Hiring’s * HR Business Partner * Performance evaluations * Employee relations * Employee engagement * HR Operations * Pre-employment screening * Compensation & benefits practices * Grievances handling * Exit Interviews * Talent Retention * Compliances * Industrial Relation * Organizational development * Compliances * Oracle, BMB,Excel, Word & Internet * Soft Skills     Change Agent    Motivational    Leader        Thinker    Collaborator    Communicator    Planner    ***Personal Dossier***  Date of Birth – 01.05.1974  Passport Number – K8869099  Language Skills – Hindi, English, Arabic |  |