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| |  | | --- | | Contact Information  14 School Lane Radhey Puri  New Delhi - 110051  7836921067  amit\_hr52@yahoo.in  Interpersonal Skills  Problem Solving Skills ⮚⮚⮚⮚⮚⮚⮚⮚⮚⮚  Communication Skills ⮚⮚⮚⮚⮚⮚⮚⮚⮚⮚  Time-Management  ⮚⮚⮚⮚⮚⮚⮚⮚⮚⮚  Team Management  ⮚⮚⮚⮚⮚⮚⮚⮚⮚⮚ | | |  | | --- | | Amit Verma  Human resource professional | | Summary | |  |  * 12 years of experience in Human Resource. Rich experience in both I.T as well as non-I. T sector * Experience in **Manpower Planning, Organization Development, Performance Appraisal, Recruitment & Selection, Training & Development, People management, Policy Formulation, Employee Engagement & People Leadership**. * An effective communicator with the ability to work under pressure and stressful situations. Adaptability to multi-cultural situations * Possess excellent interpersonal, communication and organizational skills with proven abilities in **Team Management**, **Customer Relationship Management and Planning.** * Well-versed with Microsoft Office, Email, Internet and Job Portals (naukri.com, jobs ahead & monster). * **Very solid experience of recruitment in both I.T as well as non-I. T sector**  |  | | --- | | Work Experience | | * Currently working with Dynamic Group as **Manager** from April 2015 to till date * Worked with ADDI HR SOLUTIONS as **Sr. Manager Recruitment & Operations** from Sep. 2011 to March30 2015 * Worked with Dharampal Satyapal Group (DS Group) as **Sr. Executive H.R** 10 Feb 2008 TO July 2011 * Worked with Ibilt Technologies as **Executive – BDPS - H.R** 12 Feb 2007 to Jan 25 2008 * Worked with Good Fellow Foreign Services as **H.R Executive** 15sep 04 to 2 Feb. 07  |  |  | | --- | --- | | Professional experience detailed: | | |  |  | |  | | **Recruitment**   * Finding out the right profiles through internal database, job portals, employee referrals, advertisements, headhunting, etc. * Effectively choosing and managing various recruitment consultancies. * Customizing the personnel requirement form to make it understandable to the various recruitment consultancies. * Conducting HR interviews to ascertain the competencies, skills and aspirations (based on work, position, salary, relocation aspects etc.). * Conducting preliminary tests * Scheduling technical / Final Interviews with the Technical Experts/Overseas Managers and then follow up on the feedbacks. * Conducting reference / background checks when required. * Negotiating compensation package for all the positions. * Communicate with the applicants and prepare offer letters.   **Performance Appraisal**   * Defining specific and measurable KRA’s and laid down the guidelines for the performance management system / Defined detailed job descriptions for employees across all domains in the organization * Created an appraisal system based on KPI achievement & potential build up through identifying attributes / skills and competencies * Led a group-wide job evaluation exercise using competency profiling to enable appropriate employee selection, definition of career paths and compensation * Redesigned and managed the performance management process   **Training & Development**   * Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials. * Audit the training sessions. * Assess impact of and feedback from training in developing strategies for quality improvement. * Develop/update instructional materials and training content. * Coordinate and present training classes/programs. * Assist functional groups for conducting training classes, programs & materials.   **Employee Engagement &Grievance Handling**   * Periodically meeting the employees to understand their issues of concerns and to resolve them * Escalating the minutes to concerned departmental heads for further action plans. * Conducting various programs, fun events, Such As Jaagrati and TGIS (Quiz Competition)for the employees * Organizing employee welfare initiatives, like blood donation camps, medical camps, festival celebrations, Tax planning sessions, etc and utilizing the funds allocated for the same. * Communicating with the employees, regarding the events through HR portals, banners, articles, etc. * Planning and executing team building events such as in-office team lunch, birthday, festivals and other such celebrations; * Handling Employee Grievances & Queries on the floor  HR POLICY FORMULATION  * Maintain working knowledge of global and site centric HR policies, processes. * Focus on HR process improvement; create awareness amongst employees, review & documentation (Employee Handbook) and implementation. * Developed Code of Conduct for the organization including training to all employees based at different locations in India.   **SALARY & COMPENSATION BENEFITS**   * Payroll Management, Knowledge & implementation of TDS & statutory compliances like ESI & PF etc. * Salary Breakup & salary revision. * Review compensation and benefits along with competency mapping * Design and execute annual performance review along with the respective group heads.. * Manage issuance of annual raise letter and promotion letter.   **OPERATIONS AND MIS REPORTING**   * Creation of dashboards, preparation and presentation of various Monthly and Yearly reports to the leadership team. This includes headcount, attrition, monthly movement, compensation, performance appraisal information. * Documentation - Created dashboards, implemented for employee documentation. Benchmarked accuracy measures to ensure 100% documentation. * Ensuring complete joining formality is done, pre-joining formalities, opening salary account, providing employee code, access card, issuance of appointment letter and other formalities * Organizing an induction program for the new joiners - Inform Applicants of Job Duties and Responsibilities, Compensation and Benefits, Work Schedules and Working Conditions, Company Policies, Promotional Opportunities and other related Information * Ensuring that basic requirements like laptop, system creation of official mail-id’s mobile handset etc. is arranged for in advance before the employee joins (coordinating with the I.T-Department). * Ensuring Full & Final Settlement is done, Issuing Experience and Relieving Letters, and completing other Exit Formalities * conducting exit interviews and report generation thereafter * Prepare Induction dashboards – to ensure 100% process implementation   **VENDOR MANAGEMENT**   * Identifying right business partner by inviting RFI and RFP * Mapping competencies of service providers * Designing performance matrix * Evaluating performance quarterly/bi-annually |  | |  | |  |  |  | | --- | --- | | Education | | | 1) B. Com from Sahu ji Maharaj University Kanpur  2) Intermediate from U.P. Board Kanpur.  3) High School from U.P. Board Kanpur.  Two-year full-time postgraduate diploma in management (PGDM) from  Integrated Academy of Management and Technology, Ghaziabad  Approved by AICTE, Ministry of HRD, Govt. of India.   * Specialization: * Major: Human Resource * Minor: Marketing | Two-year full-time postgraduate diploma in management (PGDM) from  Integrated AcademyManagement And Technology, Ghaziabad  Approved by AICTE, Ministry of HRD, Govt. of India  Specialization:  Major: Human Resource  Minor: Marketing | | Personal Data: | | | Father’s Name Mr. A. N. Verma  Sex Male  Religion Hindu  Marital Status Married  Nationality Indian  Language Known Hindi & English | Two-year full-time postgraduate diploma in management (PGDM) from  Integrated AcademyManagement And Technology, Ghaziabad  Approved by AICTE, Ministry of HRD, Govt. of India  Specialization:  Major: Human Resource  Minor: Marketing | |