**Dhiresh Kumar** H.No. 257-258, Pocket 18,

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**HUMAN RESOURCE GENERALIST**

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| **PROFESSIONAL PROFILE**  |

* **Extensive background in HR generalist affairs,** including experience in:-
	+ - **Talent Management and Acquisition (End to End Recruitment Cycle)**
		- **Joining & Induction**
		- **Employee Engagement& Staff Development**
		- **Performance Management System**
		- **Conflict Resolution**
		- **Employee Retention**
		- **HR Records Management**
		- **HR Policies development**
* Expertise in developing, recommending and implementing various HR initiatives in support of business objectives.
* Self-motivated individual with a high degree of determination, optimism, good analytical, and communication, presentation and negotiation skills.
* Proficiency in **MS-OFFICE.**

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| **ACHIEVEMENTS & HIGHLIGHTS** |

* Experience of developing and working on Human Resource Management System (**HRMS / ERP)**.
* Developed and modified **HR Policies & HR Manual**.
* Hired 300+ Candidates in F.Y. 2014-2015
* Modified **Performance Management System (PMS).**

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| **CURRENT POSITION** |

**AXIS Securities Ltd. *(part of AXIS BANK)* Since September 2015**

**Regional Manager - HR**

KEY RESPONSIBILITY AREA

* Recruitment Process which shall attract the right quality people at the right time and cost.
	+ This includes Recruitment Cycle, Cost, Quality and Coordination with consultants.
* On-boarding & exits: To ensure seamless transition of new employees into and from the organization.
	+ This includes Adherence to pre joining process, Induction training, Exit interviews and Submission of Exit documents.
* To achieve operational excellence in transactional HR processes.
* Learning and Development
* Work towards retention procedures for employees.
* To build an engaged workforce in the region and partner with the Line to retain top talent.
	+ This includes Branch Visits, One-on-One meetings with high performers and Utsav roll-out, as per timelines & budget.
* To ensure adherence to all relevant statutory compliances for the region.
	+ This includes On Time Branch registration/renewals, along with Corporate HR & Vendor.
	+ Work on Branch Audits.
* To facilitate a culture of meritocracy and objectivity in managing performance.

**PREVIOUS EXPERIENCE**

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| **The Muthoot Group September 2010 – September 2015****Deputy Manager-HR**JOB RESPONSIBILITIES* **Recruitment**
* Manpower planning for every Month by coordinating with respective department heads.
* Developed, designed and implemented recruitment strategy.
* Bulk hiring for Sales, Customer Service, Relationship Exe. And Operations.
* Sourcing from Job portals like Naukri, LINKEDIN & other social networking sites, Job Posting (LinkedIn, Naukri etc), Mass Mailing, Head hunting & referencing. Campus Interview & Job Fair.
* Cross Checking fields of past work experience of new candidate.
* Release offer letter and salary negotiation.
* Plan various human resource requirements based on future projects and resources for the department.
* Monitor and coordinate with internal and external recruitment teams for quality and timely hiring.
* **Joining Process & Induction of New Staff**
	+ - Documentation and completion of joining formalities for new employees.
		- Preparation of appointment letters, CTC and placement letters.
		- Prepare files for every new Joinee’s.
		- Salary Confirmation and Accounts confirmation.
		- Arrange induction trainings for new employee.
* **Employee Engagement**
	+ - Employee Engagement Activities (555 employees connect, Birthday mailers, Festival Celebrations & other activities.
* Interacting with employees on regular basis to address their concerns.
* Addressing employee grievances and coordinating with various departments to resolve them.
* Conducting Exit Interviews.
* **Performance Appraisal**
	+ - Handling annual appraisal.
		- Collection of annual appraisals forms and checks rating of each employee (as per KRA sheet).
		- Discussed the deserving promotion cases with the respective Head of the Departments.
		- Suggesting percentage of annual performance incentive payout across each level as per the total budget.
		- Prepare all appraisal analysis to be presented to the Management.
		- Rolled out the Increment letters of all employees.
* **HRM**
* Integrating HR Practices in achieving business objectives.
* Preparing job descriptions and specifications for various jobs by interface & coordination with departments.
* Interfacing with departments regularly and arranging collaboration meetings on monthly basis to reduce communication gaps across departments.
* **Human Resource Management System (HRMS)**
* Handled Human Resource Management System (HRMS) at its initial stage from its planning and coordination with all the departments & regional offices for its implementation.
* Prepared process flow of every work (e.g. Increments, Transfers, Staff Welfare, Leave, DAC, Staff Welfares.)
* Prepared different types of report formats (Attendance, Transfer’s, Promotion Hall ticket, Result report etc.).
* Prepared Employee Master Data and Location Master Data according to HRMS.
* Single handedly moved attendance of entire 9000+ employees from old manual system to completely automated system.
* **Role in Learning & Development**
* Effectively handling the Induction & Orientation training programs & Refresher Trainings programs.
* Preparing Training Content & Power Point Presentations for Training programs.
* Responsible of setting the Training agenda and keeping Track of time.
* Responsible for planning the Training programs in coordination with Training Team & seniors.
* Organizing Training workshops as per the Training Need Analysis.
* Coordinating training program and acting as a liaison between the management & the departments.
* Branch allocation of recruited branch operation staff post theoretical training program.
* Tracking employee’s performance post training.
* Verification of travelling allowance of new joining staff & other administration duties.
* Working on HRMS software for all HR & Training Reports.
* **Presentation & MIS preparation**
* Prepare HR related presentations for various needs.
* Prepare monthly action plan and strategies for Senior Management &Board of Director’s meetings.
* Responsible for maintaining employee information database.
* Maintain various MIS on monthly basis to share the statistical analysis of Promotions, Transfers, New Joining and others to the Senior Managements Level.
* Maintaining various reports & data, Vacancy Report, Joining Report, Shortlisted Candidate Data, and Business Reports related to recruitment.

**Avoncore Pvt. Ltd. (BPO) August 2008 – September 2010** |
| **Executive – HR**JOB RESPONSIBILITIES* **Talent Acquisition & Retention**
* Single handedly placed 180+ interns and Management Trainees (Pan India Institutes) in different locations.
* Mass hiring through consultant walk in, Job Fairs & Advertisement.
* Strong in MIS, Trend Analysis, Manpower Budgeting, resolving issues and supporting the team.
* Achieved target of Month on Month hiring of 100+ recruitment requisitions.
* Developed job descriptions, KPI’s, KRA’s for the employees of the organization in consultation with management for all support staff.
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| **EDUCATIONAL QUALIFICATION** |

* Post Graduate Diploma in Human Resource Management **(PGDHRM)**from Symbiosis, Pune with Grade ‘A’
* B Com (Pass)from Delhi University
* CBSE (Class 12th) from Remal Public School
* CBSE (Class 10th) from St. Jeevan Public School

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| **PERSONAL STRENGTHS** |

* Ability to work in a group and as a dedicated individual.
* Responsible with a strong sense of duties.
* Focused and result oriented
* High learning aptitude and self-development initiative.

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| **PERSONAL DOSSIER** |

* Date of Birth : May 26th, 1986
* Languages Known : Written – English & Hindi

: Spoken – English, Hindi & Punjabi

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| **REFRENCES** |

Shall be provided on request

**Dhiresh Kumar**