*MOHIT GUPTA*

House No: 757, A, Jain Nagar, Gali No.: 4, Khanjhawala, New Delhi - 110062

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***SUMMARY***

Having strong & rich experience in the functional areas of Human Resources in the areas of Technical Resourcing, Employee Relations, HR Management, Operations & Strategic, Attrition, Retention and SAP / HIS / ERP implementation. My career objective is to use my experience, skills and knowledge and create a proactive people function in the organization.

***KEY EXPERTISE***

Recruitment, Strategic Resourcing Operation, HR – Generalist, Attrition Management, Campus Hiring Program and SAP / ERP / HIS (HR) implementation.

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| --- | --- | --- |
| *Area s Of Exposure Expertise* |  |  |
| *HR Policy Execution* | *Recruitment* | *Performance Management* |
| *Induction* | *Payroll Management* | *Compensation & Benefits* |
| *Training & Development* | *Employee Relations / Welfare* | *Organizational Development* |
| *Best Practices* | *General Administration* | *Team Management* |

***PROFESSIONAL EXPERIENCE PORTFOLIO***

1. Working with **Sri Balaji Action Medical Institute And Action Cancer Hospital** as **Manager – Human Resource** since 1st October 2015.

# *Job Responsibilities:*

# Manpower planning: -

* Manpower planning with budgetary norms and time frame.
* Review, develop and implement career development systems.
* Formulation of HR Polices, HR short & long term plans, and budget to meet future challenges.

**Recruitment and Selection: -**

* An efficient and cost effective system to manage recruitment and selection process.
* Induction of new employees in to the corporate/organizational culture
* Determining “Best fit” in the process of staffing by matching organization role with prospective role occupant.
* Efficient in interviewing and assessing the people.
* Expert in recruiting the people according to the company policy.
* Proficient in giving valuable decision and taking the feedback from the employees.
* Expert in taking the order from the seniors and giving the valuable suggestions.

**Employee Development and Training: -**

* Design, develop and facilitate learning and development process for employees.
* Identify, plan, develop and conduct training programs.

# Performance Management: -

* Development of performance management system to facilitate transparent performance management process, and review effectiveness to achieve increase performance level.
* A catalyst for enhanced performance. Can motivate and lead the least motivated people

**Payroll, PF, Leave & O.T. Management: -**

* Handling all monthly employees’ salary & professional’s salary.
* Maintaining all employees’ PF, Leave and O.T. records.

**Rewards and Recognition: -**

* Development and implementation of policies to recognize and reward contributions and achievements as motivation for higher performance.

**Employee Relation: -**

* Facilitates proactive employee relations.
* Building good employee relations ensuring sound HR Policy formulation, implementation and maintenance.
* Experienced in handling Employees Union issues and negotiations and good at conflict management

***Additional Responsibilities***

* Implementation of Policies.
* Handling Annual Performance Appraisal.
* Implementation of NABH / JCI.
* Implementation of Departments Operation.
* Handling Credential Verification and Employee Reference Check.
* Any other special assignment given by **CEO & Management**.
* Designing, maintaining, Customization and Implementation of HR Software.
* Handling HR Strategies and Operations Activities with my team.
1. Worked with **Batra Hospital And Medical Research Centre** as **Manager – Human Resource** from 1st December 2014 to 30th September 2015.
2. Worked with **Rockland Hospital (SB Group)** as **Manager (Unit Head) – Human Resource** from 1st November 2012 to 30th November 2014.
3. Worked with **Medanta The Medicity Hospital (Dr. Naresh Trehan)** as **Deputy Manager – Human Resource** since 23rd October 2010 till 31st October 2012.
4. Worked with “**Fortis Escorts Heart Institute And Research Centre”** as **Senior Executive – HR** since 10th March 2008 to 22nd October 2010.
5. Worked with **“Haldiram Group of Companies”** as **Senior Executive – HR (Corporate)** since 13th September 2007 to 9th March 2008**.**
6. Worked with **Rockland Hospital**, **SB Group** as **Senior Executive – HR & Administration** since 16th March 2006 to 12th September 2007.
7. Worked with **Sri Balaji Action Medical Institute** (400 Beds Multi Super Speciality Hospital), **Action Group** as **Executive – HR** since 26th July 2003 to 15th March 2006.
8. Worked with **M/S Libetech MNC Ltd.** as **Database / Network Administrator**  since 1st July 2002 to 25th July 2003

**ACHIEVEMENT AND AWARDS**

1. Got a best employee award in Rockland Hospital for the year 2006.
2. Attended Six Sigma Award Ceremony 2015 for best Services in Hospitals.

**Qualification:**

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| --- | --- | --- | --- | --- |
| **S. No.** | **Course** | **Year Of Passing** | **Institute / College / University** | **Subject** |
| 1 | B. Com (Pass) | 2002 | Delhi University. | Commerce. |
| 2 | D.I.T | 2002 | Sikkim Manipal University | Information Technology. |
| 3 | P.G.D.I.T | 2002 | Sikkim Manipal University | Information Technology. |
| 4 | P.G.D.T.T. | 2003 | Sikkim Manipal University | Telecom Technology. |
| 5 | M. Sc. | 2004 | Sikkim Manipal University. | Information Technology. |
| 6 | MBA | 2007 | Sikkim Manipal University. | H. R. / Marketing |

**Project Undertaken:**

***Payroll & HR Management:***

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| Platform | VB 6 as front end , SQL as Back end , Seagate Crystal 8.0 as Reporting tool |
| Forms | Employee Master Entry, Employee Financial Detail entry, Employee Leave entry, etc |
| Reports | Employee master listing (Emp\_No wise, DOJ wise, Designation wise), Monthly Salary register, Monthly attendance register, Earning & Deduction register,  |

**Skill Set:**

|  |  |
| --- | --- |
| Operating System | Microsoft Windows-98, 2000, ME, XP, Microsoft Office – 2000, XP. |
| RDBMS / DBMS | Oracle, MS-SQL, Fox-Pro, MS – Access. |
| Language | Visual Basic, C++, Java, Visual C++, C#, Developer 2000. |
| Web Sites Tools | HTML, DHTML, XML, Advance Internet Programming, ASP, Cold Fusion, Pearls, CSS. |
| Others | Busy, Tally, Quick Book, Pen soft, Etc. |

**Personal Details:**

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| **Date of Birth** | : | 29-08-1981 |
| **Marital Status** | : | Married |
| **Nationality** | : | Indian |
| **Father’s Name** | : | SH. ANIL JAISWAL |
| **Mother’s Name** | : | SMT. REKHA GUPTA |
| **Passport No.** | : | E8277048 |

**Date: *2016***

**Place:** *New Delhi*

*(****Mohit Gupta****)*