**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. |
| **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**