**VIKRAM JASWAL**

Career Objective:

To be on the learning curve and to grow with the company so as to prove an asset to the company.

Educational Qualification:

|  |  |  |
| --- | --- | --- |
|  Name of Course |  Name of College/Institute |  Year of Passing |
| B.A (Pol Science) |  Delhi University |  2011 |
| B.H.M | JPIHM (Meerut) | 2000-2004 (Drop out) |
| XII |  CBSE Board (Delhi) |  1998 |
| X |  CBSE Board (Delhi) |  1996 |

**Work Experience:**

**Company Name : Immigration Help (Corporate)**

**Designation : Assistant. Hr Manager-Admin**

**Tenure : April 2018- August 2018**

**Job Responsibilities: (HR)**

* End to End recruitment for Visa counsellors, Team leaders, Operations manager & Branch Manager.
* Induction, Documentation, Attendance, joining formalities, Salary negotiation, HRMIS reports.
* Rolling out letters (Offer, Warning, Relieving, Absconding and Experience)
* Vendor management for office supplies.
* Design and implement Hr policies.
* Providing training modules and assisting in training.
* Employee engagement and grievance handling.
* Salary processing in accordance with attendance, providing payslip to employees.

**Job Responsibilities: (Admin)**

* Vendor Management for office supplies and stationary.
* Mobile reimbursement for Senior level Management/Mid-level Management.
* Responsible for office maintenance including, Civil, electrical, Plumbing, AC etc.
* Ensuring availability of Stationery items in Regional Office with regional HR Head.
* Accountable for administration of all admin contracts, check and maintain compliance of the contract in respect of compliance standards.
* Ensures Admin Policy are strictly adhered and not exceeding limits as per policy.
* Ensure efficient vendor management for equipments & supplies by setting guidelines & procedures.
* Ensuring cost-effective deals are negotiated, evaluating vendor performance and initiating corrective steps.
* Ensure established procedures are adhered to, in purchase & procurement, inventory management, record-keeping, safety/ security measures and contract administration.
* Coordinate processes related to renewal of vendor contracts, screening and affiliation
* Ensuring cost-effective deals are negotiated, evaluating vendor performance and initiating corrective steps.

**Company Name : Global Realty Ventures Pvt. Ltd. (Corporate)**

**Designation : Assistant. Hr Manager-Admin**

**Tenure : November 2016- 30th October 2017.**

**Job Responsibilities: (HR)**

* End to End recruitment for various designations.
* Induction, Joining formalities, Orientation of new employees, Documentation
* Employee Engagement activities and Grievance handling. Town hall, one-o-one meeting.
* Implementation of various Hr policies- Attendance, Leaves, Salary, Bank Account opening
* Provide inputs to Payroll department for salary processing, , salary slips to employees
* Issuing different letters (Appointment, Offer, Relieving, Warning, and Experience).
* Monthly HRMIS reports on Attendance, Attrition, Hired staff
* Analysing reason of leaving and preparing attrition analysis

 **Admin:**

* Vendor Management for office supplies and stationary.
* Mobile reimbursement for High level Management/Mid-level Management.
* Travel-cab booking, Hotel Booking for CEO outstation visits.
* Maintenance of office premises.
* Responsible for the facilities management for the entire Region.
* Responsible for admin services like: Pantry, Security, House Keeping, Guest House etc
* Responsible for office maintenance including, Civil, electrical, Plumbing, AC etc.
* Ensuring availability of Stationery items in Regional Office with regional HR Head.
* Accountable for stay & travel arrangement for employees travelling for official work.
* Accountable for administration of all admin contracts, check and maintain compliance of the contract in respect of compliance standards.
* Ensures Admin Policy are strictly adhered and not exceeding limits as per policy.
* Ensure efficient vendor management for equipments & supplies by setting guidelines & procedures.
* Ensuring cost-effective deals are negotiated, evaluating vendor performance and initiating corrective steps.
* Ensure established procedures are adhered to, in purchase & procurement, inventory management, record-keeping, safety/ security measures and contract administration.
* Coordinate processes related to renewal of vendor contracts, screening and affiliation
* Liaison with vendors & negotiating for best deals.
* Ensure all travel, accommodation and other logistic arrangements are met within set time frame.
* Would be responsible for keeping control on office consumable expenses without affecting the service quality.
* Preparing MIS reports for Admin expenses and Budgeting.

**Employee Relations:(HR)**

* Counselling and Supporting employees to have a good employee relation,
* Continuous interaction with employees to understand and resolve their grievances and keep them motivated. Issues include: disciplinary, grievances and performance issues, salary.
* Assisting potential problems and making sound judgments with issues that may have an adverse effect on the business and employees.
* Preparing activity calendar, Rewards & Recognition.

**Company Name : Sampark Bpo Pvt Ltd. (Volume Hiring for Domestic corporate Bpo)**

**Designation : Assistant. Hr Manager (Recruitment and Generalist)**

**Tenure : January 2012- October 2016**

**Job Responsibilities:**

* Complete talent acquisition end to end with hands on experience in tactical like sourcing, screening, interviewing, identifying sources, capability building etc.- Leadership/ Lateral hiring/ Non- Technical/ Campus - Drive team to deliver Executive needs
* Recruit passive candidates and possess the mentality to "profile people and gauge chemistry of candidates for fit and understand their motivation" rather than sell a role (Frontline Recruitment in bulk for voice and back office process for Inbound, Outbound, Sales, Insurance)
* Demonstrate ability to anticipate hiring manager preferences through high offer-to-interview ratio.- Recommend ideas and strategies related to recruitment that will contribute to the long-term growth of the company, implementing new processes and fine tuning standard processes that fits mission to deliver the highest quality results
* Collaboration: closely with Business Leaders for estimating yearly, quarterly and monthly hiring requirements and strategizing effective staffing plans- Governance - Responsible for supervision of daily progress - involving Target operation model, allocations of work, monitoring performance and smooth functioning of the team- Stakeholder & escalation management.
* Vendor Management Governance and utilization, Ensure reduction in recruitment cycle time and employee attrition rate with high employee engagement and retention.
* Coordinate with various stake-holders to schedule walk-ins, one-on-one interview etc.
-Develop and manage a pool of candidates who are pre-selected for various profiles.
* Ensuring the organization structure is aligned and suitably staffed by setting standards with best practice and ensure vacancies are filled within stipulated time.
* Preparing Job Description, getting validated from respective HOD, posting job in different job portal and co-ordinate with consultants.

**Generalist:**

* Monitor the execution of smooth Induction program.
* Joining Formalities, Documentation, Attendance, Bank a/c opening.
* Appointment Letters, Warning Letters, Exit Interviews, Absconding letters, Full & Final Settlement.
* Coordinating between vendors & company on daily basis.
* MIS Reports on staff movement, Attrition rate, Appraisal trackers.
* Handling Employee grievances, creation of HR policies and Retention policies.
* Provide inputs to Payroll department for salary processing, , salary slips to employees

**Induction:**

* Introduction to company policies, business, products and services, etc.
* Ensuring smooth on-board process for new joinees.
* Arranging of business cards, I Card and other necessary items for new joinees.
* Ensuring smooth Exit transaction and full and final settlement process
* Ensuring all personnel records are properly maintained and updated for new and existing employees.
* Ensuring that training material has been issued to all new joinees.
* Documentations process and Bank account opening of new joinees.

**Employee Engagement:**

* Organizing employee engagement programs, employee safety, welfare, wellness and health programs.
* Celebrations –Employees birthdays, festivals, office parties and other company events.
* Effectively managing welfare measures, management – employee get together, parties & celebrations. Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.
* Providing leadership, management, coaching, monitoring and direction to the employees to achieve.

**Employee Relations:**

* Counselling and Supporting employees to have a good employee relation.
* Continuous interaction with employees to understand and resolve their grievances and keep them motivated,
* Rewards & Recognition.
* Handling Employee grievances & Queries.

**HRMIS Reports:**

* Maintaining necessary employee records.
* Maintaining Hiring reports, exit reports, absconding reports, Personal records of all employees
* Maintaining Interview data bases, Maintaining Data base of all candidates.
* Maintaining Performance management reports.
* Maintaining Time record and Leave records of employees.

 **Company Name : First Call India (Volume Hiring for Domestic & International Bpo)**

 **Designation : Sr. Hr Executive**

 **Tenure : January 2007- November 2011**

**Recruitment and Selection:**

* Responsible for end to end recruitment cycle.
* Screening, Hiring & short listing of the candidates as per the requirement.
* Searching candidates from Job Portals (Naukri), Social sites.
* Conducting the preliminary interviews over phone and line-up candidate for next rounds of interview, conducting F2F rounds of interview.
* Coordinating with candidates for final interviews, taking individual feedback and reference check.
* Preparing Job Description, getting validated from respective HOD, posting job in different job portal.

**Achievements:**

* IInd Rank in School in Taek-won-do belt promotion test.
* Certificate from Youth Hostel Association of India for Trekking (New Delhi)
* IInd rank in English Dramatics Inter-school competition of the winning team.
* Underwent three months of Industrial Training at Grand Intercontinental Hotel (New Delhi)

**Personal Details:**

Father’s Name : Mr. V.K Jaswal

Date of Birth : 28.10.1978

Contact No : 9873025067

Address : 8/50, Vikram Vihar, Lajpat Nagar-IV, New Delhi-110024

E-Mail Id : vikramjaswal7858@gmail.com

Hobbies: Swimming, Reading Books, Martial Arts, Making new friends, watching movies, listening to Songs, Reading Hr Related articles.

Languages Known: English, Hindi (Read, Write, Speak)

Computer Knowledge: (Ms Word, Ms Outlook, Power point, Excel 2007), Browsing Net.

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