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# Anil

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# ~ HRM / Administration ~

# Career Overview

* Dynamic and prudent professional **with above 16 years** of experience in HR and Administration in IT/BPO/KPO sector.
* Hands on experience in manpower management, induction, recruitment involving resume generation, screening and short-listing, etc.
* Gained recognition as being appointed as the Board of Directors of Indian Operations in previous company.
* An effective communicator with exceptional relationship management skills with the ability to relate to people at any level of business.

# Professional Background

**From October 2015 to Present with Flexsin Technologies, Sector-63, Noida as**

**Manager HR.**

**From May 1999 To March 2015 with NuWave eSolutions Private Limited, New Delhi as Assistant Manager (HRD & QA)**

*Formerly Vedic Infosys Pvt. Limited (CAE Solutions), a concern of CAE Solutions Corp.,* *Burlington -MA (USA)*

# Key Deliverables

**Recruitment & Resourcing:** Managing complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements. Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews. Supervising staffing, recruitment, induction program, contract negotiations, discipline, policy & procedures for employees. Conducting interviews and performance appraisals and dashboard meetings.

**HRM/HRD:** Recruitment, selection, induction, orientation and development of new employees in the organisation. Managing all activities pertaining to joining and leaving of an employee. Conducting training/induction for employees for enhancing their skill levels.

**General Management and Administration:** Responsible for general management, planning and administration. Responsible for ensuring quality at all level of services as per the policy. Responsible, as a member of the team, for setting up management infrastructure across various functional areas. Performing all kinds of testing procedures for the product quality. Involved in vendor management, liaising with banks, insurance agencies and with Govt. bodies like STPI, DDA, MCD, etc.

**Transition Management**: Coordinating transition related activities for MNC clients. Conducted complete due diligences processes and trained employees on the new process.

**Team Management / Training**: Leading & monitoring the performance of team to ensure efficiency in operations and meeting of individual & group targets. Implementing strategies for building team effectiveness by promoting spirit of cooperation amongst members.

Notables

* Received **Letter of Appreciation twice from the Managing Director** of the previous Company**.**
* Merit of being appointed as one of the Board of Directors of Indian operations (DIN No: 01041896)
* Certified Internal Auditor of ISO 9001:2000 process and a Certified Six Sigma Green Belt Professional.
* Executed the designing Quality Manual, ISO related procedures, Departmental Procedures as well as Departmental Business Rules.
* Coordinated with the Quality Control Department in designing and implementing Internal Audit Plans.

# Academia

1999 Diploma in Mechanical Engineering from Government Polytechnic, Jammu

1999 Diploma in Advanced Mechanical CADD from CADD Center

# Personal Details

Date of Birth : 4th Dec’ 1975

Marital Status : Married

Nationality : Indian