Ramakabir

Ramakabir.335479@2freemail.com 

MBA (HR)

**Profile Summary:**

A capable **HR & Administration** professional with over **06+ years experience** in Manufacturing and Retail industry & Plant site division with reputed companies.

**Career Objectives:**

To achieve excellence through constantly striving and attaining higher benchmarks in HR and Administration function of a reputed business house to contribute its growth and self advancement.

**Preferred Industry:-**

Construction (Civil)/ Oil & Gas/ Engineering/ Retail/ Manufacturing/ It & Corporate.

**Organization Experience**

**Sharp Agricom Limited (Formally known as Sharp Mint Limited)**

**Rice Plant (Mandideep) Distt-Raisen (M.P.) India**

**As Assistant (Administration & HR) Plant Division. From July 2015 to Continue....**

* Managing the complete recruitment life cycle for sourcing the best talent from the diverse sources for in-house as well. As per company needs.
* Camp administration.
* Ensure that the department runs smoothly and accomplishes its goals on a daily basis
* Site administration & workers welfare management.
* Discussing offer and issuing offer letter, fixing grades and joining formalities
* Employee Training on Leave Policy.
* Team handling responsibilities.
* Maintain all admin activates like Employee attendance & Leave Records & Maintaining the Stationery/Kitchen Items
* Negotiating in terms of the salary package and offer
* Maintaining records and data for all joiners.
* Handling Employee’s joining formalities till induction process & exit formalities as well.

**Badri Group (M.P. 1st polyester Staple Fibre Plant)**

**Mandideep, Distt-Raisen Bhopal (MP) India. As Sr. Executive (HR & Administration) Plant Division. From Oct.2012 to June 2015.**

* General Administration (Security, Safety Housekeeping & Canteen & Travels)
* Employee Lifecycle Management – Appointment Letter, Confirmation, Transfer, Exits, etc.
* Employee Relations & Engagement
* Camp administration.
* Site administration & workers welfare management.
* Contractors Labours Management
* Training & Development.

**APOORTI SHOPPING MALLS LIMITED.**

**(A chain of Super Market outlets & Shopping Malls) India**

**Officer (HR) Aug. 2010 to July 2012 (a 30 year old Retail outlets brand)**

* Oversee and direct the administrative services of the Retail outlet division.
* Ensure that the department runs smoothly and accomplishes its goals on a daily basis
* Site administration & workers welfare management.
* Supervise and oversee the tracking of company records and ensure timely renewals of tenancy contracts, trade licenses, sign board licenses, etc
* Employee Grievance Handling and Resolving
* Training & Development & Appraisal on the basis of weekly/monthly performance
* Manage Company Vehicles Management(all Malls & Super Market vehicles)

**Academic Qualification**:

* MBA (HR & MARKETING) 2008-10 (Grade A)

I.M.S (HUBLI) KARNATAKA

* B.A.(ECONOMICS) (2008)
* HDCA (AISECT) DISTT-SINGRAULI BRANCH JAYANT

 PROJECT M.P (2004)

* Higher Secondary Certification (2004)

K.V. (CENTRAL SCHOOL) JAYANT (NCL)

 (CBSE BOARD)

* High School Certification (2002)

K.V. (CENTRAL SCHOOL) JAYANT (NCL) CBSE BOARD

**PAID & UNPAID INTERNSHIP undertaken by:**

* Unpaid Internship in Employee Benefit Section as (Trainee HR) in Asia 2nd Biggest NTPC a Maharatana Certified Company: -Vindhyachal Super Thermal Power Station Singrauli (M.P.) Duration- (03 Month)
* Unpaid Internship in Employee Welfare Department as (Trainee HR) in COAL INDIA (World No 1), Northern Coalfields Limited a Maharatana Certified Company Singrauli (M.P.) Duration- (20 Days)
* Paid Internship in HR Depart. As (Trainee) in McDonalds (MNC) Kolhapur MAHARASTRA Duration- (01Month)
* Unpaid Internship as (Trainee HR) in Flowserve Microfinish Valves Pvt. Ltd. Hubli} Karnataka. Duration – (01 Month)

**CERTIFICATE:**

* Participated in international conference on Service Management at VIT VELLORE TAMILNADU.
* Participated in National Level Banking sector seminar at College of Arts Sou. Sheela Premanand Vaidya College of Science & V.N.S. Bandekar College of Commerce. Assagoa, Bardez-GOA.
* Participated in Regional Level “National Social Science Exhibition” at Kendriya Vidyalaya G.C.F.-Jabalpur (M.P.)

**Hobbies:**

* Playing M.P. under- 17 (Cricket). Known as (Madhya Pradesh cricket association)
* Won Many Prizes in Sports.
* Travelling, Dancing & Singing
* Watch street Hoardings & Advertisement

**Personal Profile:**

**Information:**

1. Date of Birth 20th May 1984
2. Place of Birth Bhopal, Madhya Pradesh, India.
3. Nationality Indian