

**RAJESH**

**RAJESH.280502@2freemail.com**

**CAREER OBJECTIVE**

A result oriented HR professional with well-trained experience in the field of Recruitment, Selection, Induction, Employees’ relations. An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practices. Seeking a challenging position in Human Resource to gain further skills and to attain the goals of organization aiming at mutual growth.

**QUALIFICATION DETAILS**

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| Degree and Year of completion | Institute | Board / University | Marks  |
| Master of BusinessAdministration 2009 – 2011. | Bharathiar University of Arts and Science College, Gudalur.  | Bharathiar University,Coimbatore | 71% |
| Bachelor of Arts2005-2008 | Govt Arts and Science College, Ooty.  | Bharathiar University,Coimbatore. | 72% |

**ADDITIONAL QUALIFICATION:**

* **PGDCA** (Post Graduate Diploma in Computer Application.)
* **DED** (Diploma in Entrepreneurship development
* Skilled at MS Office Suite
* Knowledge of SAP HRMS

**ACHIVEMENTS AWARDS & APPRECIATONS**

* Won Spot award from the Infosys for the best performance for month of August 2011 and

February 2012

* Won I Star Award for the best individual performance of the year 2012-2013
* ABCD for best individual performance of the year 2013

 **INTERNATIONAL HR CERTIFICATION’S**

* Certified in Leading and Motivation training Module from Infosys ( HAVARD BUSINESS PUBLISHING) – New York
* Certified in **Business Change Development** from Infosys ( HAVARD BUSINESS PUBLISHING) –New York
* Certified in Stress Management from Infosys ( HAVARD BUSINESS PUBLISHING) –New York
* Certified in Developing Employees from Infosys ( HAVARD BUSINESS PUBLISHING) –New York

**PROFESSIONAL EXPERIENCE**

* Currently Working at Infosys as **Specialist HR (HRD, ER)** from March 2011 to till date.

**RESPONSIBILITY’S**

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| **Induction & Orientation & Onboarding Formalities** | Briefing the new joiners about company policies and procedures, leave policies, ensuring the completion of joining formalities (Issue Offer Letter / Appointment Letter, collection of required documents etc.)Verifying of documents, Updating the complete details of the new joiners, Co-ordination with Technical Team for official Email ID Creation, Maintaining employee personal data  files |
| **Employee Relations / Employee Engagement** | Addressing daily employee concerns and issues, Developed long term relationship with employees through personal interaction and close proximity.Employee grievance – acting as single point of contact for all employee related issues, Clarify the employee grievance and various issue/queries on leave policy |
| **Probationary/Confirmation of employees** | Preparations of appraisal note and send it to Team managers in advance, Process compliance, Preparation & Issuance of extension/confirmation letter in advance and get it signed from the signatory authority |
| **Performance Appraisals / Training & Development** | Collecting the Performance Appraisals feedback & Make the appraisal feedback meeting useful and productive for the organization and the employee. Identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments |
| **Complaint / Grievances Handling**  | Discussions on lack of performance, violation of COC, unprofessional behaviour, breach of integrity , Negative BGV, Dealing with all cases pertaining to return of absconding employees |
| **Full & Final settlement and Exit process** | Conducting exit interview process for resigned, quit/terminated employees, coordinating for clearance with department.Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement. |
| **Statutory Compliances / Labor Laws** | Strict adherence and compliances with the provisions of various Labor legislations (EPF, ESI FORM- F, MHRDNATS) Registrations & Renewals etc. |
| **Recruitment Activities** | Monitor the Recruitment dashboard on a weekly basis. Communicates to all stakeholders in the business the status of open positions Selection & screening process of primary interviews for conducting aptitude test, final client interviews assessment and negotiation on various aspects such as salary, role & position offered***Lateral Hiring*:** Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job |
| **HR Administration & Welfare** | Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary  Maintain & Update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports like employee database, employee CV's, preparing all HR letters and certificates etc. |
| **Other Activities**  | * Birthdays / Anniversaries
* Festival Events
* Sports Events
* Inter Dept. Events / Competitions / Games / Quizzes
* Health & Safety Measures
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**PERSONAL DETAILS:**

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| **Date of Birth** | 12 Feb 1987 |
| **Caste** | Hindu  |
| **Gender** | Male |
| **Nationality** | Indian |
| **Languages known** | English, Tamil, Malayalam, Kannada. |
| **Hobbies** | Driving, Browsing Internet  |

**DECLARATION:**

 I **Rajesh** do hereby declare that the information furnished above is true to the best of my knowledge.

Place: Signature:

Date