
Himanshu Gautam

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I seek attractive **Human Resource** based opportunities **preferably HR Ops& Recruitment** position in an organization where I could utilize my interpersonal and professional skills to help Organisation to achieve its ultimate goal and providing me a happy and prosperous life consequently.

Synopsis

B.sc from Kanpur University.

Around 3 Years of experience in HR Coordination & Recruitment

*Currently associated with **Busybees logistics solutions Pvt. Ltd.***

Having rich experience of handling a team of HR Operations & Recruitment with exceptional quality of employee engagement and interpersonal skills.

Career Highlights

Organisation - Busybees logistics solutions pvt ltd .(Xpressbees)

Profile - - HR Ops & Recruitment

Duration - Since 1st June 2021 to till date.

Managing Headcount - 600+ Associates

Key Roles:

Managing the Recruitment and HR Operations and follow-up with vendor(Hiring Partner) for get closed open mandays

Managing a team of HR Operations sitting in Manpower Branches to ensure first level of joining and induction formalities on time.

Maintaining daily New Joiner Data for Creating Emp. Codes.

Sharing weekly Recruitment Tracker, Exit Tracker, and Compliance Tracker & New Joinees Tracker

Sharing Monthly Open House Tracker, Headcount and Attrition report with manager.

Managing Attendance, Exit formalities, Incentive & Bonus payout.

Maintaining employee leave management.

Vendor Management.

Organisation - Novho careers Pvt. Ltd.

Profile - - HR Ops & Recruitment

Duration - Since 1st Jan. 2019 to 30 may 2021.

Managing Headcount - 300+ Associates

Key Roles:

Managing the Recruitment and HR Operations and Client relationship for multiple clients.

Managing a team of HR Operations sitting in Manpower Branches to ensure first level of joining and induction formalities on time.

Maintaining daily New Joiner Data for Creating Emp. Codes.

Sharing weekly Recruitment Tracker, Exit Tracker, and Compliance Tracker & New Joiners Tracker with Client.

Sharing Monthly Open House Tracker, Headcount and Attrition report with client.

Managing Attendance, Exit formalities, Incentive & Bonus payout.

Maintaining employee leave management.

Vendor Management.

Invoice Submission.

MIS Management

Maintaining the Master Database of associates.

employee Relation

Coordinating in outing for performer employees.

Ensuring prompt resolution of employee grievances and maintaining cordial employee relation.

Birthday and Anniversary mailers.

Exit Management

Following up for resignation letters.

Sharing relieving and experience letter.

Managing Full and Final Settlement.

Academic Qualification

B.S.C from Kanpur University.

12th from Allahabad Board, U.P.

10th from Allahabad Board, U.P.

Hobbies

Reading Book .

Playing and Watching Cricket.

Personal Details

Father's Name : Mr. Ram Prakash
Mother's Name : Mrs. Ranjana
Date of Birth : 20/07/1998
Marital Status : unmarried
Address : House No. - 15 Keshav nagar Tadikhana Sitapur
road Lucknow

Linguistic Proficiency : Hindi & English

Date -
Signature -

Place - Lucknow