**SHARAD RASTOGI**

**Correspondence Address**

Sharad Rastogi S\O Nagendra Kr Rastogi

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**Objective:**

A position in the Industry with major responsibilities that will effectively utilize My theoretical concepts, technical expertise, leadership, and organization skills for the self and organization development.

**EKTA INDUSTRIAL PRODUCTS PVT LTD: Assosiate Manager HR& Admin**

Sep-2016 to Till Date

**JOB RESPONSIBILITIES**

* **HR** : Formulation & Implementation of Human Resources Policies etc.
* **RECRUITMENT**

: Manpower planning, Resorting, Advertisement, Notification, Selection

Process, Induction, & Documentation.

* **INDUCTION & DOCUMENTATION**:
* Introduction of the Company & Work Area (Mission, Vision, Objectives of work area).
* Introduction to other members of Staff (Go through Organisation Chart)
* Introduction to the other team members within the work area. ( Purpose how the team fits into the work area.)
* Terms & Conditions/ Code Of Conduct (Ensure new start has viewed and understood information contained in the Information for New Employees this contains important information on terms and conditions.
* Performance Standards (Outline specifics of job role – (job description), Define Goals Objectives and expectations.
* Culture of the Work Area (Make new start aware of local arrangements regarding hours of work, holiday requests, sickness procedure, after hours working, dress code, lunch arrangements, etc.
* Office Systems: (Review processes for using office equipment such as: computer, telephone, voicemail, fax, printer, photocopier, etc.
* Job Specific Training & Development (Role specific development needs should be reviewed and a suitable programme of training should be planned that aligns the individual’s skills to their core duties.
* Health & Safety (Physical – fire exits, fire alarms, fire evacuation procedure, fire-training arrangements, manual handling, first-aid arrangements, VDU usage, and other arrangements as required.
* Monitoring & Evaluation: (It is important that the Induction programme is monitored and reviewed. Throughout the period regular review meetings should be held and any adjustments made.)
* Probation As per Policy
* **TIME OFFICE** : Supervision, Control & Administration of Time Office - Salary, Wages, PF,

ESI, OT, Leaves, Absenteeism, Attendance, and Contract Labour.

* **STATUTORY COMPLIANCES** : Ensure the statutory compliance under various Factories, Labour, Fire Etc.

**AQUIMO SPORTS PVT LTD Assosiate Manager HR& Admin**

Sep-2015 to Sep-2016

**JOB RESPONSIBILITIES**

* To act as an interface between the Top Management & Operations teams to ensure effective communication and implementation of Processes,policies and initiatives.
* Handle all queries, grievances and escalations from employees on the floo and ensure the same are resolved within committed timelines.
* Coordinate with legal consultant and third party payroll and advisory service
* Coordinating for medi-claim related reimbursements and handling medi- claim query
* Ensure accuracy and timeliness of daily, weekly and monthly/annually MIS for respective stakeholders
* Conducting 100% exit interviews.
* Updating of exit/attrition tracker.
* Coordinating with corporate office for clearance of all no dues forms.
* Conduct monthly Skips, EWS sessions and HR help desks.
* Maintain disciplinary issues on a regular basis with proper investigations and decisions.
* Knowledge on HR ethics and regular sessions on Ethics committee.
* Conducting weekly/monthly fun/cultural activities, and ER activities, celebrating festivals
* **M/S GOPALJEE DAIRY FOODS PVT LTD (Formaly RSD Group)**

Working as Asstt Manager Human Resource

**Duration:** September-2011 to September-2013

* Employee Relation Management
* Employee Engagement
* Employee Retention
* Retention Management
* EWS Tracking
* Attrition Management
* Exit interview and analysis
* Grievance Management
* Counseling & Exit Management
* Creating an environment where employees feel safe from harassment.
* Rewards and reorganization
* Employee Motivation
* Inductions & Onboarding formalities
* Mentor & Mentee meets
* Performance Management
* Fun on the floor
* **M/S PROLIFIC PAPERS PVT. LTD**

Working as Senior HR Executive

Duration: Mar-2009 to Sep-2011

* Assisting in joining formalities after selection of candidates.
* Coordination with department head for recruitment.
* Maintaining site attendance records- registers, bio metric etc.
* Sending monthly payroll input.
* Follow up on employee salary issues.
* Keeping track of overtime.
* Coordination with Training team and maintaining site training records.
* Team events and celebrations- Reward and recognition, cake cutting etc.
* Issuing letters (Warning, absenteeism, disciplinary).
* Joining domestic enquiry cases.
* **ZAKARIA SHAHID INDUSTRIES**(Govt. recognized export house)

Working as Time Officer

Duration: May-2008 to Feb-2009

* Receive a written or electronic account of all hours worked and leave taken for all employees, which in turn is used to enter the data into the timekeeping system.
* Obtain supporting documentation for all leave usage, premium pay and compensatory time for travel.
* Ensure Time & Attendance records are submitted on every employee within established deadlines (first Tuesday of each pay period, 10pm IST). Employees for whom no data was received must be reported to the Supervisor.
* Maintain valid accounting tables within Time & Attendance program.
* Assist Time & Attendance Liaisons with corrective actions on rejected timesheets.
* Obtain effective dates from Human Resource Advisor or Supervisors of personnel actions affecting employees pay or leave (time off awards, separation actions, promotions, etc.).
* Adjust employee leave balances and Service Computation Dates as instructed by Leave Share Coordinator, Workforce Management Office (WFMO) personnel or Time & Attendance Liaisons.
* Prepare and validate corrected timesheets, as necessary.
* Name an authorized employee as the Delegate (alternate/backup) so that timekeeping functions can be performed even when the primary timekeeper is absent. For work units utilizing Employee Entry of the timekeeping data, the Timekeeper automatically serves as the Delegate for all employees.

**Educational Qualification:-**

* **MBA(HR & Finance) from Punjab Technical University, Jalandhar with** First Division.
* **BCA** from Dr. K N Modi Institute of Engineering & Technology, Modinagar, Affiliated to **CH.CHARANSINGHUNIVERSITY, MEERUT(Formerly MeerutUniversity)** with First Division
* XII from CENTRALSchool(Kendriya Vidyalaya), Kashipur from CBSE BOARD in 2003 with second division.
* X from DAV School, Kashipur from CBSE BOARD in 2001with first division

**TECHNICAL SKILLS**

1. **OPERATING SYSTEM** **:** WINDOWS, 9x, Me, NT, XP, MS-DOS.

2. **LANGUAGES** **:** C, C++, SQL

3. **DBMS& RDBMS :** MS-ACCESS, ORACLE 9i.

4. **OTHERS**  **:** MS-OFFICE, NETWORKING .

**EXTRA CURRICULAR ACTIVITY**

* Participated in speech and quizzes in school and High Altitude Trekking Program at Manali for 10 days organized by CBSE Board of Education.
* Participated in various competitions and seminars in college.
* Participated in the training given by the Fire Officer & to stop the fire by using of different Fire Extinguisher for different type of fire.
* Compatible of maintain & working on Pay Roll Software.
* Attend n implementation of KAIZEN session to changes made for development.

**PROJECT WORK**

Making a project on The Restaurant Management System for the Management to maintain the record in a modern day restaurant and to provide an easy tool for daily activities in a Restaurant.

**FRONT END LANGUAGE** : VISUAL BASIC 6.0

**BACK END LANGUAGE**  : MICROSOFT ACCESS

**PERSONAL DETAILS**

**D.O.B :**01/AUG/1985

**Sex**  : Male

**Languages Known** : English, Hindi

**Hobbies** : Surfing Net, Music

**Marital Status**  :Single

**Permanent Address** : Sharad Rastogi S\O Nagendra Kr Rastogi

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Near Sony Gargments,

Kashipur (USN)

Uttrakhand-244713

**PLACE:MANESAR**

**DATE:**   **(SHARAD RASTOGI)**