

ABHISHEK KAUL

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SUMMARY

An accomplished and energetic Senior HR professional with over 17 years of demonstrated expertise in leadership and in providing innovative human capital management solutions.

HIGHLIGHTS

- SOURCING & RECRUITMENT~ RETENTION~TRAINING
- COMPENSATION & BENEFITS ~ EMPLOYEE RELATIONS
- ADMINISTRATION ~ GOVERNMENT LIAISON
- PUBLIC RELATION~ UNION MANAGEMENT

ACCOMPLISHMENTS

- Recruitment of candidates with TAT and fulfilling vacant positions.
- Reduced the turnover of candidates through proper implementation of policies & employee engagement programs
- Sourced & Deployed manpower to overseas (Qatar, Oman, Kuwait & UAE) engineers and workers categories for oil & gas , construction projects & hospitality.

EXPERIENCE

1) R.K. INTERNATIONAL GROUP-----JAN 2018 to PRESENT

(OVERSEAS MANPOWER CONSULTANT, TRANSPORTERS & REALTY BUSINESS, MEDICAL CENTRES)

SR.MANAGER- HR

(REPORTING TO PRESIDENT)

Key Responsibilities:

- Sourcing, Recruiting and Staffing of Candidates; shortlisting & Development of a quality workforce . Hiring through portals, referrals, walk-ins, advertisements,
- Partner with relevant stakeholders for strategic recruitment, pipeline development and attracting the right talent
- Client Relationship Management – Handling queries related to manpower requirements for all trades all sectors like Oil & Gas projects, Highway construction projects, Hospitality sectors
- Salary negotiations & finalisation with candidates according to budget of clients
- Responsible for Performance management and improvement systems for staff
- Employee orientation, development, and training, Grievance handling & counselling
- Policies formation, updating and implementation, Employee relations & engagement welfare activities
- Administration & liaison , vendor development & management

2) RIT FOUNDATION, NEW DELHI-----Jan 2014 To Dec 2017 (3Yrs)

(Education, CSR, Play Schools)

Head – HR

(Reported to President)

Key Accountabilities:

Function as a HR & Operational head, responsible for Training & Development, Recruitment/Selection and Salary & Administration, Project Management

- To identify staff vacancies and recruitment, interview and select applicants from various resources like job portals, referrals, Advertisement. Overseeing Issuance of Job offers & appointment letters
- Plan and conduct new employee induction & orientation. Framing & Implementation of Policies. Supervising of disbursement of monthly Salaries. Performance management systems, KRA design, Employee motivational & recreational activities.
- Liaison work with government departments Ministry of Rural Development(MoRD), Ministry of Women & Child Development, National Skill Development Corporation(NSDC), Liaison for approval of projects & sanction of grants.
- Acquisition of projects, appointing of training centres, operations of centres. Appointing, Managing & coordinating Franchised training partners North India related to infrastructure, manpower, payments and handling other related matters pertaining to the centers.
- Overall administration and facilities management functions in conformity with standards, overseeing AMCs and Pantry, Stationary, Security Management Conferences & Event Management, Vendor Management. Develop and Monitor HR and Admin budget

3) MET TRADE INDIA LTD., NEW DELHI-----Mar2012 - Nov 2013 (1Yr & 8 Mths)
(Recyclers & Exporters of Aluminium, Lead, Tin, Real Estates, Hotels)

Manager- HR

(Reported to Vice President (HR))

Key Accountabilities:

- Talent Acquisition- Sourcing of candidates from various resources like job portals, referrals.
- Training and Development – Functional & Non-Functional
- Employee Engagement, Retention/Engagement, Employee Welfare, employee grievances, Industrial Relation. Performance Management, Union Management
- Overall administration and facilities management functions in conformity with standards, overseeing AMCs and Pantry, Stationary, Work place Safety & Security Management, Overseeing Salary & statutory compliances
- Liaison work with NDMC, Police and local government authorities, Ministries.
- Developing local vendors, reducing the cost of procurement of material, Vendor's Payments, Bills verification
- Travel Management, FRRO, Visas & Hotel & Guest House management, Events & Conferences, Annual Functions.

4) RADIKAL OVERSEAS PVT. LTD., NEW DELHI -----Nov 2010 – Mar 2012(1Yr.4Mths)
(Manufacturer & Exporter of Basmati Rice)

Manager- HR

(Reported to Managing Director)

Key Accountabilities:

- Sourcing, Recruitment
- Induction and Orientation of new employees, Industrial Relation, Union Management
- Administration Management, AMCs, Security Management, Vendor Sourcing & Empanelment
- Stationary & Pantry Management. Petty Cash
- Liaison with Government Authorities, Ministries, Police , Local Management. BSES
- Conferences & Events Management. Annual Function
- Statutory compliances PF ,ESI

5) R.L. GROUP OF COMPANIES, NEW DELHI-----Apr 2005 To Oct 2010 (5Yrs.5Mths.)
(GSA–Saudi Airlines, Oman Air, Asiana Airlines, Air Canada, AirAsia, Entertainment, Retail)

Assistant Manager- HR & Administration
(Reported to Chairman)

Key Accountabilities:

- Ensuring smooth implementation of HR policies for Manpower planning, Recruitment, Selection, Induction, Orientation and development; Ensured timely resolution of employee grievances and implemented measures for promoting cooperative & harmonious working environment at all levels.
- Administration Management of group offices across all over India. Maintenance of daily office operations, renovation of offices, lease agreement, annual maintenance, contracts of AC's & other electrical equipment's.
Liaison with Government officials & Coordination with travel agencies for visas & ticketing and hotel arrangements & Event Management. Handling Union

6) RADISSON HOTEL, NEW DELHI-----May 2001 To Mar 2005(4Yrs.10Mths)
(A brand of Carlson Hotels, USA)

Executive- HR & Admin
(Reported to Sr.Vice President-Asia)

- ◆ Managing Database of senior level executives like Vice Presidents, GMs and Sr.Managers.
- ◆ Sourcing of candidates, organizing interviews, organizing joining documents,
- ◆ Convey the Policies and rules to the employees, Maintaining the records of employees, Attendance.
- ◆ Office Management: Filing, Stationary, Pantry, Petty Cash
- ◆ Liaison with Government officials & Coordination with travel agencies for visas & ticketing
- ◆ Coordination with all other franchised Radisson hotels in Asia Pacific region.

ACHIEVEMENTS

- 1) Achieved the set goals of the organization in monetary terms. Organized departments and implemented system for managing the documents and working systematically professionally in "RIT FOUNDATION".
- 2) Framed & Implemented Policies for Employees Retention, PMS, Travel, Payments in MET TRADE INDIA LTD.
- 3) Successfully implementation of already framed policies regarding office decorum, recruitments, discipline and empanelment of new vendors in R.L. GROUP OF COMPANIES

Member: Social Work - A volunteer with SOS Children's Village of India since Year 2000. An organization working towards care of deprived children in need.

ACADEMIC & PROFESSIONAL CREDENTIALS

1. MBA-Human Resource Management – Sunrise University, Alwar –Year 2015
2. Bachelor of Arts - University Of Delhi – Year 2001
3. Diploma in Computer Software - Aptech Computer Ltd. Delhi – Year 2001

PERSONAL DETAIL

Date of Birth : **20th May 1978**
Marital Status : **Married (blessed with a Daughter & Son)**
Permanent Residence : **H.No.220, Sector-17 A, Vasundhara, Gzb.**
Interest : **Travelling, Reading & Listening Music**

(ABHISHEK KAUL)