

CURRICULUM-VITAE



GIRISH GOEL

H.No: 68, Kaveri Enclave,
Near Modipone Colony, Modinagar, Ghaziabad,
U.P-201204

Mobile:- 7895404665

Email: girish109_goel@radiffmail.com
girishgoel1973@gmail.com

Skype ID: [girish.goel6](https://www.skype.com/people/girish.goel6)

Objective:-

Achieving professional excellence in the field of Human Resource & Legal Management and being a part of a creative and dedicated team

Presently Working:- Institute of Dental Studies & Technologies

Position:- HR Head

Location:- Modinagar, Ghaziabad, U.P.

From:- 16th June, 2021 to till date

Job Role & Responsibilities:- Responsible for HR, Legal Department

- Responsible for recruitment process (Faculty & Non-Faculty)
- Develop & Maintain the H.R policies including Leave Policy & Leave Record of all Staff (Faculty & Non-Faculty)
- Develop and maintain the personal records of staff members in both (Soft & Hard Copy)
- Issue Offer Letter & Appointment Letter
- Employees Benefits & Compensation
- Maintain & Develop Good Disciplinary System
- Effective Time Management
- Maintain Social Security Schemes (EPF & ESIC) and Gratuity other Statutory & Legal Compliances
- Handling Grievance & Counseling of workers and other staff members
- Deal with Govt. Authorities to resolve the employees H.R & Admin related Issues
- Prepare attendance & Salary of all employees.
- Coordinate with consultant & college team for NAAC Accreditation
- Other work assigned by the Management.

T. T. Limited,

Position:- Manager-HR

Location:- Gajraula, Amroha, U.P.

From:-22nd April,2019 to 31st August'2020

Job Role & Responsibilities:- Responsible for HR, Legal Department

- Responsible for process recruitment
- Maintain the H.R policies
- Develop and maintain the personal records of staff members
- Employees Benefits & Compensation
- Maintain & Develop Good Disciplinary System
- Effective Time Management
- Maintain Social Security Schemes (EPF & ESIC) and other Statutory & Legal Compliances.
- Handling Grievance & Counseling of workers and other staff members
- Develop and maintain Good Performance Appraisal System
- Deal with Govt. Authorities to resolve the employees H.R & Admin related Issues
- Prepare attendance & Salary with overtime of all employees.
- Coordinate for Investment Declaration & Proof submission forms of Income tax with Staff Members
- Other day to day HR, Admin & housekeeping related activities.

Globalzone Sanitary Infrastructure Pvt. Ltd.

Position:- Manager-HR

Location:- Lucknow

From:-1st November'2017 to 20th April'2019

Job Role & Responsibilities:-Independently responsible for HR Department

- Responsible for recruitment (Source of recruitment, Face to Face Interview, Salary Negotiation, Approval Note)
- Develop the H.R policies
- Develop and maintain the personal records of staff members
- Employees Benefits & Compensation
- Develop Good Disciplinary System
- Effective Time Management
- Maintain Social Security Schemes (EPF & ESIC)
- Handling Grievance & Counseling
- Develop and maintain Good Performance Appraisal System
- Deal with Govt. Authorities to resolve the employees H.R related Issues
- Prepare attendance & Salary from all Projects of all 200 employees.
- Coordinate for Investment Declaration & Proof submission forms of Income tax with Staff Members

- Other day to day HR related activities.
- Taking care of housekeeping maintenance and other admin related responsibilities
- Handling Legal & HR related pending issues

Hindustan Latex Family Planning Promotion Trust -
NGO/Trust (Trust Promoted by HLL Life care Limited A Govt. Of India Undertaking), Lucknow as Sr. MIS Officer- HR Department from 15th September'2008 to 31st October'2017

Role & Responsibilities –

- Recruitment (E-2-E), Induction & Orientation, personal records of staff, Employees Benefits & Compensation
- Maintain Time Management & Disciplinary System
- Handling Grievance & Counseling and Reduce to Labour / Staff Turnover
- Maintain Social Security Schemes through Head Office
- Develop and maintain Good Performance Appraisal System
- Develop and modify the H.R policies to make them employee friendly.
- Deal Authorities to resolve the employees H.R related Issues.
- P.F. withdrawal & Medical Insurance forms process to head office.
- Coordinate & checking of attendance & other papers related to Salary from all Projects of all 350-400 employees.
- Coordinate for Investment Declaration & Proof submission forms of Income tax with Staff Members
- Other day to day HR related activities.
- Handle patty cash for office utilities & taking care of housekeeping maintenance and other admin responsibilities

Achievements:

- Developed an efficient system to maintain the personal records of field staff.
- Resolved many pending financial (payment related) issues of organization with various Banks & other clients.
- Resolved many H.R, Legal and insurance related pending issues.

Award: Long Service Award

January 1998- Sep 2008: Worked as Senior Legal Adviser (Advocate) with M/S Mittal Associates a legal Consultant, Noida and Bulandshahr.

Job responsibilities:

- Deal with all types of civil Cases, Criminal Cases, Revenue Cases, Motor Accident Cases, Land Acquisition Cases, Consumer cases and Labour act cases. Etc.
- Develop and draft notices and other case related documents.
- Develop case strategy to deal with and Appearance in the court.
- Develop strategy to do advocacy with Govt. Officers.
- Deal and do networking with client organizations like- UPSRTC, UPSIDC, Municipal Corporation, Trivani Sugars etc.

Achievements:

- Resolved many issues in favors of our client organizations.
- Developed and maintained productive relations with all the organizations worked with.
- Developed a productive network of Govt. officer to seek their support.

Academic Qualification:

- B.Sc. from Meerut University, Meerut, in the year 1993.

Professional Qualification:

- LL.B from Ch. Charan Singh University, Meerut, in the year 1997.
- M.B.A – (HR) from Global Open University, Nagaland in the Year 2012

Computer Skills:

- Working knowledge of Microsoft Office and Word Excel.

Professional Trainings:

- Six Months Training of Income Tax with M/S Rajendra Agarwal & Associate Chartered Accountants.
- Four Weeks Training of Entrepreneurs Development Program Organized by Dept. of Industries.

Personal Attributes:

- Excellent Inter Personal Communication skill.
- Easily adjustable in any environment.
- Capable of taking any kind of responsibility.

Personal Details:

Name	:	Girish Goel
Father's Name	:	Sh. Hari Krishan Gupta
Date of Birth	:	1 st September 1973
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	Hindi & English
Permanent Address	:	481, Prem Nagar, Furniture Wali Gali, Bulandshahar-U.P.-203001
Mobile No.	:	7895404665

Date:

Place:

(Girish Goel)