

ABHISHEK BHARDWAJ

Assistant Manager – HR

B14, 1707 Eco village 2, Noida Extension, 201009, Noida, UP, INDIA.

Abhishekhrbhardwaj@gmail.com

8077807923 , 8449871199

Notice Period : 15 Days

Current CTC : 7 LPA

Expected CTC : As per company norms



SUMMARY: “4.7 Years Experienced HR Professional”

- **Master of Business Administration, MBA (2012-14)** in Human Resource. Coursework included overview of human resource principles and practices, business and technology, training & development, importance of HR role in business etc.
- **Extensive Background in HR Generalist Affairs**, including experience in employee recruitment, Head hunting – Salesforce, retention, orientation & On-Boarding, HR records management, Attendance and leave management, Exit management, Payroll, Employees Grievances, PF, ESIC, PeopleSoft, PACE-HR etc.
- **Effective Communicator** with strong people management, analytical, presentation skills, and coupled with excellent Administrative aptitude and the commitment to offer quality work.



AREA OF EXPERTISE:

- **Orientation & On- Boarding.**
- **Recruitment, head hunting – Salesforce Specialist.**
- **Alternative Disputes Resolution. (ADR)**
- **Attendance and Leave management. (LMS)**
- **HRIS Technologies. (PeopleSoft, PACE-HR etc)**
- **Employee Engagement & Grievances handling**
- **Budgeting & scheduling of several CSR activities.**
- **Training and Development etc.**



WORK EXPERIENCE:

- **Forcebrain.com Inc.** (Assistant Manager - HR): 18th June 2018 to till Date
- **Kloudrac Software Pvt Ltd** (Sr. HR Executive) : 21st Feb 2016 to 15th June 2018
- **Tech Mahindra** (HR Executive) : 22nd Dec 2014 to 19th Feb 2016

Roles and Responsibilities:

- Developing and implementing HR initiatives in line with organisational objectives.
- Leading the organisation’s HR department, including talent acquisition, learning and development, employee engagement, compensation and benefits, HR information systems (HRIS) and financial planning of the department.
- Liaising directly with the US executive board and being accountable for the performance of the HR function and the departments within it, as well as providing strategic counsel on all people matters.
- Contributing to long-term goals around business and people development, including succession planning and c-suite talent acquisition. Recruitment, head hunting, strategic hiring salesforce Specific.
- Payroll, exit management, appraisals, policy formulations and implementation.
- Assisting company in developing, managing and altering social responsibility policies.
- Working on company branding and strategies with marketing department.
- Experienced in handling Span of above 300 employees.
- Monitoring probation assessment process of employees & issuing confirmation letters accordingly.
- Disciplinary actions for smooth and better functioning of process and organization.
- Maintenance of several trackers on regular basis. (IJP, Separations, Absconding, Petty Cash, etc.)
- **Handled Peoplesoft, PACE (HR), F&F, Exit Management, PF, ESIC, Employee Grievances, and Employee Engagement.**

Additional Projects :

- **HR Spoc for (GSP) Graduate Scholarship Program for Tech M associates across INDIA.**
- **Krish Mailers (Engagement), and Handling (SIG) Special Interest Groups.**
- **(IJP)Spoc for Internal Job Postings across INDIA. (Trackers and mailers, post authentications).**



VOLUENTARY EXPRIENCES:

- **MAHLE Filter System INDIA Ltd : (June14' – September'14)**
<https://www.anandgroupindia.com/mahleanandfiltersystems/>
Four months Voluntary training with MAHLE filters. It was to understand basic HR functionalities, roles and responsibilities for overall understanding about HR domain.
- **Mawana Sugar Mills : (June'13 – July'13)**
<http://www.mawanasugars.com/>
Had been on summer internship at Mawana sugars for 45 Days. Topic Covered was Training and Development.



ACHIEVEMENTS:

- Implemented several new initiatives for better engagement and retention.
- Associated with Couple of NGO for Corporate social responsibility.
- Overall clarity and proper implementation of exit management for Ex- Employees.
- Social networking presence of organization and regular feeds for creating awareness internally and externally both.
- Awarded as “Associate of the month” May 2015 at Tech Mahindra.
- Awarded “BRAVO” August 2015 at Tech Mahindra.



ACADEMICS:

- MBA (HR and Finance) from Uttar Pradesh technical university. (Session 12-14).
- B.com, CCS University, Meerut Uttar Pradesh.
- 10th, 12th from CBSE, Meerut Uttar Pradesh.



INTERESTS / EXTRA CURRICULAR ACTIVITIES:

- Reading books, singing, Guitar.
- Listening Music, Meditation.
- Playing Badminton, Cricket, Jogging.
- Interacting with people, travelling.
- Debates, Group discussions & Presentations.



PERSONAL INFORMATION:

- PERMANENT ADDRESS: 632, Purva Mahavir Railway Road Meerut, UP, INDIA
- FATHER NAME: Vinod Kumar Sharma
- DOB: 25- Sept-1989
- MARITAL STATUS: Unmarried
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