



Subham Raj

HR Manager

HR professional with **4+ years** of hand on experience in human capital practices that can attract and retain high-potential talent. Being an HR managing all day to day HR operations. Providing administrative support to junior HR executives. Responsible for handling compliance and payroll activities. Managing client relation for invoice payments and new orders. Besides the above activities worked as a freelancer with IT Staffing companies were I sourced, identified, interviewed, screened and helped in placing the personnel in quick turnaround time for both contractual and permanent hiring.

Contact

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Email

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Address

Piska Moore, Ranchi, Jharkhand

Education

Year of completion 2018

**B.Com, Doranda College,
Ranchi**

Year of starting 2021

**MBA, MIT Pune
Pursuing in last year**

Expertise

- HR Operations
- IT Recruitment
- MS Office
- Market Research
- Client Handling & Invoice generation
- Compliance Management
- Project Management & Team Handling

Language

English

Hindi

Experience

September 2022 – Till Date

Khyati shield Venture Pvt. Ltd | Compliance & Payroll Manager

- Responsible for the Compliance & Payroll activities for all the branches of the company.
- Handling daily HR activities and operations as well as doing end to end recruitment.
- Connecting with client for generating requirements, taking updates regarding work on client's site and generating leads for new clients. Side by side attending client meet for new projects and orders.
- Invoice generation and looking after client payments at the end of every month.

September 2021 – September 2022 | IT Recruiter (Freelancer)

- Worked as a Freelancer responsible for IT recruitment for start-ups. I sourced, identified, screened and helped in placing personnel for different technologies like Java, DotNet, React, Angular, Python, Node, PHP, C# etc.
- As an IT recruiter I enlisted the best candidates, helped in increasing employee retention, and building a strong team for the respective company.

July 2022 – September 2022

Ajay Udyod | Full-Time | HR Manager

- Handled all HR activities, daily operations and did end to end recruitment.
- Filled PF and ESIC every month, as well as prepared payroll and salary of employees.
- Did documentations and report management of all the organizational activities.

February 2019 – July 2021 | HR Executive

Scaffolding Great Britain (SGB) | Client: Tata Steel, Vedanta, ITC Paper, My Home, JK Paper, Ultratech, BPPL & more

- Was responsible for end to end recruitment and On-boarding process.
- Handled all HR operations like maintaining HR documents like wage register, muster roll, documents related to PF, ESIC, accommodation etc.
- Prepared daily attendance, salary structure and updating MIS in Excel.
- Filed PF and ESIC every month and looked after the statutory compliance

May 2018 – September 2018

Netscribes India Pvt. Ltd. | Research Associate | Client Flipkart

- I was responsible for conducting research work for our client flipkart about the sellers that are added to its website and also about their products.
- Was liable to approach the prospective seller and encourage them to sell on flipkart. Doing Secondary Market research and verification of the products

Personal Skills

- ✓ Quick learner, good listener, punctual and a team player.
- ✓ Comprehensive problem solving abilities.
- ✓ Confident & energetic to execute multi-task assignments.
- ✓ Good at getting things done and have expertise in
- ✓ management and leadership work.
- ✓ Fit to work under pressure and adaptive to surroundings