

Shahid Ashraf

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Seeking a challenging career in Human Resource Management, Payroll management and entire HR operations Management with an organization of repute.

Profile Summary

An HR Generalist having 9 years of work experience of managing in HR Operations and Man Management. Handling Resourceful in implementing marketing strategies and sustaining efforts for sales & revenue generation. Expertise in retaining all the Recourse of the organisation & generating maximum revenue to the organisation. Rich experience of diversified industries, MNCs and India's leading organisation.

Ability in understanding the client's mindset and convincing them according to their requirements. Competent in implementing an effective distribution network. Exceptionally well organised with a track record that demonstrates self-motivation, creativity & initiative to achieve set goals.

Currently working with Ikure Techsoft Pvt. Ltd as Manager HR. Rich experience in domain of HR i.e. Recruitment, HR Operations, Payroll, Performance Management System, HR ERP, Employee Engagement, Exit process. Firm believer of a famous saying " Hard work beats talent when talent doesn't work hard ".

Key Skills

Expertise in:

- Talent Acquisition & Recruitment for Non-IT domain for Sales Position
- HR Operations
- Growth Initiatives
- Channel Management
- Payroll
- Client Relationship Management
- Team Building & Motivation

Personal Traits

- Driven to succeed and excel
- Skilled in building organizations
- Seasoned and effective

Knowledge

- Strategy Planning & Execution
- Operations Management

Areas of Expertise

- Handle all HR related issues.
- Statutory Compliances.
- Managed Payroll process more than 5,000+ employees.
- Handle external vendors & Client related to Manpower Acquisition & Business Expansion.
- Self-motivated and time bond.

Career Contour

iKure Techsoft Pvt Ltd.

Designation: HR & Clinic Operation Manager,

Duration: Jan 2020 to Oct'2020 Location: Kolkata

Responsibilities Handled:

- Talent Acquisition healthcare, leading innovative doctors, surgeons, paediatricians, gynaecologists, obstetricians, radiologists, general physicians, oncologists, physiotherapist, psychiatrist, Para medical professionals, Technicians and Nursing staffs, etc, handling end to end recruitment process in the vertical
- Handled sourcing delivery various channels like job portal, paid & non paid vender, Head hating & Field sourcing.
- Spearheaded an employee engagement program, resulting in a 25% decrease in monthly employee turnover.
- Manage staff accountants, establish performance goals and objectives and monitor progress
- Create critical KPIs to track & improve on-time delivery, customer issues.
- Manages staff relations including performance management, staff satisfaction and conflict management. Performs and oversees scheduling, recruitment and payroll.
- Consistently meets sales & marketing call objectives as established by management.
- To monitor and develop direct reports through training and regular reviews.
- To drive profit improvement through both sales' generation and cost saving initiatives in a collaborative manner with the operations teams.
- To deliver training and corporate briefings.
- We are planning to testimonials our Patient Video daily basic social media.
- Day to day management for sustaining and improving the operations of the Tele-Medicine Clinic.
- Self-motivated with the ability to perform with a high level of independence.
- Project Management and administrative skills.
- Health & Safety, Statutory & Legal Compliances, and General Administration.

Vision India Services Pvt. Ltd.

Designation: Asist Manager in Business Human Resource,

Duration: July 2012 to till Dec 2019 Location: Kolkata

Responsibilities Handled:

- Talent Acquisition, handling end to end recruitment process in the vertical
- Taking care of the entire Eastern India Region of the assigned territory.
- Handled sourcing delivery various channels like job portal, paid & non paid vender, Head hating & Field sourcing.
- Handled complete employee life cycle management. (Payroll & Compliances').
- Doing drives for Referral Programs in the system
- Maintaining and sharing MIS Reports with the clients and within the organisation
- Drives for employee engagement programmes
- Handled zonally recruitment drives for brands like Aircel, IRCTC, Maruti, Idea Vodafone, IFFCO, IFFCO Kisan, Paytm, Century Ply, HUL, Reliance (Fresh & Trend), Jubilant, Ken star, Schneider Electric & Infra, HFCL, KPMG, CWC Delhi, AIIMS Patna, TATA Motor & United Breweries Limited.
- Talent Sourcing through different channels

Achievements

- Got two Promotions in a span of 2 years (between 2012-2016)
- First Sr.BHR from BHR in 2014
- Second Assistant BHRM from Sr.BHR in 2015

Newlook Multitrade Pvt. Ltd. (Nmart Retails)

Designation: HR Executive

Duration: July 2011 to July 2012.....

Location: Kolkata

Responsibilities Handled

- Responsible for entire operations related to the field of HR
- Taking care of the entire life cycle of the employee in the system
- Taking care of the entire payroll process of the company
- Attendance Management
- Responsible for entire Man Management in the company.

- Payroll Handling as the Key feature.

Achievements:

Got recognised by the vertical heads as a performer in the star category.

Education

- MBA from Brain ware Business School in 2011 in Human Resource
- M.A in English from Maulana Azad National Urdu University in 2011(Distance Mode)
- B.Sc. (Bio-Science) from Calcutta University in 2008
- H.S from WBCHS in 2004
- Madhyamik/Secondary from WBSE in 2001

Summer Internship: 3 Months

AMBUJA CEMENTS LTD, Kolkata.

Project Title:

'Effectiveness of Holcim Training Method in Ambuja

Setup' & 'Activities of Human Resources in Ambuja Cement Limited'

The Analysis:

- Motivation, awareness and satisfaction of employees regarding Holcium.
- Making the employees aware of the current training programme
- Bill verification, employee welfare, payroll

Co-curricular Activities:

- An Active member of International Human Rights Protection Association
- An Active member of Indian Red Cross Society
- Sharing f. Data Management
- Hiring Data / Attrition trend or any other MIS support required by Client.
- An Active member of National HRD Congress
- A normal member of Trainer's Forum
- An Active member of Indian Society for Training and Development (ISTD) Kolkata
- An Active member of NIPM Kolkata
- An Active member of NHRD Kolkata, Running charitable organization (Educational) - STEP TOWARDS EDUCATION PROMOTION (STEP).

Hobbies:

- Computer Savvy

- Book Reading
- Music listening

Personal Details:

Date of Birth : 16th March, 1986
Marital Status : Married
Languages : English, Urdu, Hindi, Bengali. (W/R/V)
IT Skill Set : MS Office, Internet

I declare the above information given are correct and best known to my knowledge.

Date:

Signature:

RESUME