RATI SRIVASTAVA
HR (Generalist) Professional
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Core Competencies

HR Operations
Payroll Processing
Employee Lifecycle
Management
Talent Acquisition
Interviewing & Selection
Onboarding
Vendor Management
Policy Adoption
Employee Engagement
Change Communication
Process Excellence

Education

Full Time MBA (Human Resource & Marketing) from **Institute of Management & Research** in 2008

B.Com. (Hons) from **Banaras Hindu University** in 2005

IT Skills

ERP (RAMCO)
MS Office and Internet Applications
SurveyMonkey

Personal Details

Date of Birth: 10/04/1983
Present Location: Greater Noida (West)

Profile Summary

- Skilled HR professional **with 14+ years** of experience in **360 Degree HR activities.**
- Hands-on experience in End-to-end employee lifecycle from hire to retire.
- Proven track record in driving policy formulation & adoption of the same.
- Expertise in ERP module (RAMCO): Employee Record Creation, Attendance, Salary, PF, ESIC, etc.
- Creating and cascading change related communication to all employees.
- Vendor Management for Recruitment, Statutory Compliances & Certifications.
- Employee Grievances Redressal.

Employment Details

Jun '23 – Till July '24 with AMS Inform Pvt. Ltd., Noida as Manager- HR

Roles & Responsibilities

HR Operations
- Employee onboarding (Documentation, Policies walkthrough, asset allocation, Bank account opening, team introduction, etc.)
- Addressing Employees' Grievances (Salary, leave, employee benefits)
- Employee Engagement (Engagement Calendar, Budgeting, Resources & Execution)
- Clearance and F&F settlement of Ex-Employees.
- Design & implement HR policies.
- Preparation of MIS report related to HR

Recruitment & Selection
- Sourcing right candidates as per company's requirement using different search techniques viz. Job Portals (like Monster, Naukri), Head Hunting, References etc.) Job posting on different job portals.
- Short listing of Candidates and conducting Preliminary rounds of Interview
- Negotiating on Salary with Candidates to contribute to Effective Staffing Budget
- Preparation of Offer Letters, Appointment Letters and conducting Induction Process.

Apr '22 – Till Feb '23 with RS Components & Controls India Ltd., Noida as Assistant Manager- HR

Roles & Responsibilities

HR Operations
- Employee onboarding (Documentation, Policies walkthrough, asset allocation, Bank account opening, team introduction, etc.)
- Addressing Employees' Grievances (Salary, leave, employee portal)
- Employee Engagement (Engagement Calendar, Budgeting, Resources & Execution)
- Clearance and F&F settlement of Ex-Employees.
- Design & implement HR policies.
- Making Holiday List of corporate & branch offices.
- Preparation of MIS report related to HR

Recruitment & Selection
- Sourcing right candidates as per company's requirement using different search techniques viz. Job Portals (like Monster, Naukri), Head Hunting, References etc.) Job posting on different job portals.

- Short listing of Candidates and conducting Preliminary rounds of Interview
- Negotiating on Salary with Candidates to contribute to Effective Staffing Budget
- Preparation of Offer Letters, Appointment Letters and conducting Induction Process.

Jun '11 – Mar '22 with Arihant Electricals, New Delhi as Assistant Manager- HR

Roles & Responsibilities

HR Operations
- Salary processing through ERP (RAMCO).
- Appraisal, Increment, Transfers, Promotions, etc
- Addressing Employees' Grievances.
- Maintaining Leave Records of the employees and attendance of corporate and regional Offices across India.
- Clearance and F&F settlement of Ex-Employees.
- Design & implement HR policies & upload them on SDMS.
- Making Holiday List of corporate & branch offices.
- Check sales staff's visit details on SDMS every month & make wise sales Target & Achievement.
- Handle group medical insurance of employees.
- Preparation of MIS report related to HR
- Coordinate with all department Heads & Management for ISO Certification.

Recruitment & Selection
- Sourcing right candidates as per company's requirement using different search techniques viz. Job Portals (like Monster, Naukri), Head Hunting, References etc.) Job posting on different job portals.
- Short listing of Candidates and conducting preliminary rounds of interview
- Negotiating on salary with candidates to contribute to Effective Staffing Budget
- Preparation of Offer Letters, Appointment Letters and conducting Induction Process.

Jul '10 – Jan '11 PremierShield Pvt. Ltd. New Delhi as Executive- HR

Roles & Responsibilities

HR Operations
- Maintaining Leave Records of the employees and attendance of Corporate and Regional Offices across India.
- Addressing Employees' Grievances.
- Onboarding, Appraisal, Increment, Transfer, Promotion etc.
- Clearance and F&F settlement of Ex-Employees.
- Preparation of MIS report related to HR

Recruitment & Selection
- Sourcing right candidates as per company's requirement using different search techniques viz. Job Portals (like Monster, Naukri), Headhunting, References etc.) Job posting on different job portals.
- Short-Listing of Candidates and Conducting Preliminary rounds of Interview
- Negotiating on Salary with Candidates to contribute to Effective Staffing Budget
- Preparation of Offer letters, Appointment Letters and conducting Induction Process.

Sep' 08 - Jul' 10 A1 Recruiters, New Delhi as Executive, HR

Roles & Responsibilities

Talent Search
- Preparation of job description
- Handled IT as well as Non – IT, profiles, in IT, handled technologies like; VB.Net, ASP.Net, C, C++, C#, Java, PHP, SAP, Oracle, SQL, CCNA, CCNP, MCSE, MCSD & Hardware.
- In Non – IT, handled Industries like; Retail, FMCG, Banking, Insurance, Education, Infrastructure, Corporate Security, Service Sector, etc.
- Handled positions from Executive Level to Project Head Level.

	• Sourcing right candidates as per client's requirement using different search-techniques viz. Job Portals (like Monster, Naukri), Headhunting, References etc. • Job posting on different job portals. **Recruitment & Selection** • Screening the Data Bank (Job Posting Response) • Short listing of CV's as per client's requirement • Conducting preliminary round of interview • Scheduling interviews of short-listed candidates with clients and taking feedback for the same **Database Management** • Maintaining MIS to generate reports on recruitment • Managing the database of the company **Client Servicing** • Client interaction through requirement gathering and analysis • Matching candidates' skills as per the requirement • Making new clients and managing existing client relations