



RAVINDRA N. JADAV

SENIOR EXECUTIVE- HUMAN RESOURCES

EDUCATION

Master of Business Administration (HRM)

ICFAI University, Ahmedabad
2012-2015

Master of Commerce (Finance & Accounting)

Gujarat University, Ahmedabad
2013-2015

Bachelor of Commerce

Gujarat University, Ahmedabad
2009-2011

H.S.C- 2008

Association with

Scanpoint Geomatics Limited – Senior Human Resource Executive

July'19 to till

One of the leading Geomatics Solution providers, Partnership with ISRO and System Integrators & service based IT Company having strength of more than 200+ employees.

Key responsibility

- Manpower Planning & Budgeting: Ensuring that headcount is maintained in line with Aspect-oriented programming.
- Sourcing & Talent Acquisition: Coordination with TA partner to ensure closure as per timelines.
- On-boarding & Induction: Managing smooth and seamless On-Boarding of new joiners on various HR tools. Also ensure that all new joiners are covered in HR and Process Inductions.
- Basic HR Hygiene: Ensure compliance on various HR hygiene areas like ESIC Cards, ID Cards, and Bio metric Adherence etc.
- Employee Engagement and Connects: Ensure visits as per plan and design and implement interventions around Employee Engagement.
- Payroll Management: Managing all activities of Payroll like Salary Payouts including third party employees, ensure timely process of Full & Final settlement and Gratuity payouts.
- Statutory Compliance: Managing all statutory requirements are adhered to in letter & spirit. Ensure timely payment of Provident Fund, LWF, ESIC, Superannuation, and Professional Taxes etc. related to employees.
- PMS: Managing PMS activities like Goal Setting, Self Review, Manager Review, etc. are closed for the respective set of employees as per the timelines.
- Employee Relations and Grievance Handling: To maintain harmonious relation with team. Coordinating with vendors and stake holders as per requirement and resolve all issues of employees regarding HR Policies.
- Database & MIS: Manage employee database, ensure updates in HRMS or HR Portal and prepare report accordingly.
- Training & Development: Prepare quarterly/monthly training plan for all employees and organize training accordingly.

PROFILE:

- A young and dynamic professional with 6.5 years of experience in successfully and consistently delivering the responsibilities of Human Resource functions. Academically proficient with degree of MBA-HR, preceded by Bachelors in Commerce.

Key skills:

- Skills in Recruitment & Selection, Talent Acquisition
- Good Problem Solving Skills
- Good Grasping Power
- Good with Database Management & Data Analysis
- ISO Audit, CMMI Audit

Language proficiency

- English (professional)
- Hindi (native)
- Gujarati (native)

Software skill

- MS Office, PowerPoint, Excel, Word
- HRMS, HROne, Matrix, Saral

Certification

- Recruiting Talent with Social Media

Interest, Hobby

- Learn New Things

Other Detail:

DOB : 25 May 1991

Marital status : Married

Sex : Male



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Infibeam Avenues Limited – Human Resource Executive

August 2017 – July 2019

One of the leading e-commerce & service based IT Company having strength of more than 1500+ employees

Key responsibility

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants; analysing responses; verifying references; comparing qualifications to job requirements.
- Arranges management interviews by coordinating schedules; arranges travel and meals; escorting applicant to interviews.
- Induction, Joining formalities, confirmation.
- Attendance Management.
- Team Meetings, Skip Level one on one Meetings.
- Employee Grievance, Issue Resolution, Organization wise Events & Activities.

Jekson Vision Pvt.Ltd. – Human Resource Executive

May 2016 – August 2017

Leading provider of vision Inspection Systems for Pharmaceutical companies, Company having strength of more than 500+ employees

Key Responsibility

- Analysis of Manpower Requirement, Drafting ads, screening CV's and maintaining records co-ordination with placement agencies
- Taking HR Round Interview & Salary negotiation
- Responsible for complete joining and orientation Formalities of new employees.
- Maintained Database and Personnel File
- Assisting in framing, analysing and revising the existing HR policies
- Performance Appraisal: Participated in yearly performance appraisal assessing and evaluation process -- Involved in final appraisal/rating after receiving the feedback
- Coordinating in Pay Roll Compensation, attendance & maintaining the Leave record of the employee
- Processed the Exit Interview, full & final settlement and released Service Certificates after ensuring that the employees owed no dues

Veeda Clinical Research Pvt. Ltd. – Junior Officer – Human Resources

November 2013 – May 2016

VCR is an Independent CRO which offers a fully integrated package to its client for studies ranging from PK studies in volunteers to patient trails for generics and bio-pharmaceuticals. Company strength of more than 1500+ employees

Key Responsibility

- End to End Recruitment
- Joining Formalities & Documentation
- Induction Process
- Training & Development
- MIS Management
- Exit formalities
- Database Management