

## Resume



+91-79870-18869

<mailto:govindmchaudhari@gmail.com>

**COUNTRY-** INDIA -  
Region- MadhyaPradesh  
**City-** Indore  
Pin Code- 452001

**Marital Status-** Married

### Qualification-

Master of Arts NMU University-  
2010-2012

Bachelor of Arts NMU University-  
2003-2006

MBA- HRM pursuing  
Liked In-profile-

<https://www.linkedin.com/in/govind-chaudhari-289637231>

### SKILLS

- Excellent communication
- Talent Acquisition & Development
- Employee Engagement
- On-Boarding Performance
- Evaluation Leadership
- Development Program
- Management Operational
- Performance
- Process Improvement Regulatory
- Payroll and Compliance
- Data & Analytics

**Mr.Govind Chaudhari,**  
**HUMAN RESOURCE**  
**Business Partner-Officer**

As Human Resources over 7 years' of professionalism in diverse HR assignments, including talent acquisition, employee relations, performance management, exceptionally skilled at administering corporate HR initiatives, and prioritizing and managing multiple projects and deadlines concurrently.

### WORK EXPERIENCE-

**HR Officer**  
**DEN/Hathway**

From May-2022 & Aug 23 - Till Date

#### **Key Responsibilities & Accountability:** **Talent Acquisition-**

Recruitment planning and Staffing-hiring management, Job descriptions, roles and responsibilities, Job specifications Assessing Manpower Requirements & Manpower training and development program & Budgeting, Negotiating as per management policy.

#### **On Boarding and Employee Orientation & Engagement/Hand Holding-**

Documentations and BGV and joining formalities for all new - joiners. Ensure all new joiners inductions and orientations and hand holding.

**Performance management-** Ensure the daily and weekly MIS/KPIs reports of the operations and business departments and review with required strategies and applications as per policy and management.

**Training and Development Program-** arrange the training and development program as and when required for employee succession.

**Statutory and Compliance-** ensure and maintain carefully the policies and norms followed and in to discipline by all employees.

**Payroll and Statutory-** Assisting payroll MIS attendance, leaves, wages management and vendor management and generating offers as per statutory and policies, PF, ESIC, Insurance etc as per management policy.

**Serve as a consultant for difficult situations;** discuss and counsel on small issues and prevent grievances that may turn in to job dissatisfactions. And communicate and provide best environment at workplace, coach and drive positive organizational environment changes, and maintain high ethical standards and ensure confidentiality among departments.

**Sr. HR Executive- (MP-Chattisgarh)**

June 2018 to May 2022

**TIKONA Infinet Pvt Ltd –Indore**

**Key Roles and Responsibilities-**

- Understanding the requirement and JD with the line managers and assess the manpower requirement.
- Source the respective requirements from various media and networks.
- Evaluate the skill set and required potentials as per JD and requirement from the managers.
- Track the details of the candidates and validate applicants.
- Create question banks and assignments to screening out appropriate candidates for the required positions.
- Introducing and branding of the organization to the candidates and TPOs
- Arrange the campus activities.
- Maintain relationship with referrals and excellent candidates
- Remuneration and salary part discussion and negotiations.
- Ensuring economical budget while hiring and take closures within the TAT.
- Coordination with the vendors and raise the invoices.
- Ensure on boarding accuracy of documentations to avoid compliance related issues.
- Make sure the BVG clearance and no dues certificates from the employee.
- Attendance and payroll management.
- Operations and compliances management–PF/ESIC/Insurance.
- Employee documentations/E cards/ID cards
- Employee grievances handling.
- Conduct training and inductions, planning, product/services and norms and policies any circulars to the new joiners.
- Admin and housekeeping management.
- Vendor management- agreements, renewal, legal procedures etc.
- Premises, Canteen, Security, Housekeeping up-keeping management.
- Visitors, Guest, reception management.
- Parking, Fire Safety, vehicle etc management

**KRM Global Placement – since Aug 2017 to Apr 2018. Sr.**

**HR executive.**

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs as per the clients' requirements.
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; Telecom and Resume Screenings With the help of online portals (Naukri, Monster, Shine) linked in mass mails etc.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing to job requirements.
- Arranges management interviews by coordinating interview schedules.
- Accomplishes human resources and organization mission by completing related results as needed.

**Sagacity Consulting Services (Sedna) Indore (MP) Oct 2016 – Aug 2017.**

**HR-Executive**

**Responsibilities**

- Responsible to take in person and telephonic screenings and interviews and short listing for further assessments.
- Involved in induction and joining formalities of employees along with completing their documentation and other selection process.
- Conducted campus placements drives in different institutes to fulfill the organization's manpower requirement.
- Managed attendance management and time sheet of all the employees and adhere to take compulsory actions towards the absconding of those rules.
- Indulged in conducting employee care and welfare activities of employee of the month. And to arrange open and stress free environment by motivating and providing appropriate to all the participants.

**Growelsofttech, Pune (MH) March 2016 to Oct 2016-**

**IT/Non IT Recruiter.**

**Responsibilities**

- Source, interview, and select applicants for technical positions.
- Match applicants to job openings.
- Schedule interviews and follow ups the applicants.
- Source for future job openings.
- List job postings on job boards, social media, corporate career web sites, and other possible channels.
- Have applicants come in for formal interviews.
- Instruct applicants on the nature of the job and whom they will be speaking with during the interview.
- Facilitate meeting between Clients and applicants.
- Participate in final selection of applicant.

**Location -  
India Indore-**

**Govind Chaudhari**