

SHOBHIT

Location: Dubai, UAE

Mobile: +971 582056164 /+91 8899905757 | **E-mail:** shobhit11rastogi@gmail.com



EDUCATION

Master of Business Administration (MBA)

Human Resources Management-
Major, Marketing Management –
Minor, School of Business, Galgotias
University, 2017– 2019

Bachelor of Commerce (B.COM)

Dr. M.P.S Memorial College of
Business Studies, 2013 – 2016

SKILLS

- ⇒ Employee Lifecycle Management
- ⇒ On-boarding
- ⇒ HR Automation
- ⇒ Employee Engagement
- ⇒ Compensation & Benefits
- ⇒ Talent Acquisition
- ⇒ Reporting & MIS
- ⇒ HR Data Analytics
- ⇒ HRMS Expertise
- ⇒ Biometric Attendance Integration
- ⇒ HR Helpdesk Management
- ⇒ Training & Development
- ⇒ Coaching & Mentoring
- ⇒ Exit Formalities
- ⇒ Document Compliance & Auditing
- ⇒ Background Verification
- ⇒ Interpersonal Skills

TECHNICAL SKILLS

- ⇒ **Microsoft Office Suite:**
 - MS Word
 - MS PowerPoint
 - MS Outlook
 - MS Excel (Advanced with VLOOKUP & HLOOKUP)
- ⇒ **Data Analytics & Visualization:**
 - SPSS
 - Microsoft Power BI
- ⇒ **Human Resource Management Systems (HRMS):**
 - Project ERP
 - Darwinbox (HR Cloud base)
 - MIS Platforms

EXECUTIVE SYNOPSIS

- ⇒ Dynamic HR Professional with over 5.5 years of diverse experience in managing end-to-end HR operations and fostering employee engagement. Proven track record in global HR settings, adept at leveraging HR technology for data-driven decision-making.
- ⇒ Skilled in regulatory compliance and talent management, with a focus on optimizing recruitment and training processes. Proficient in MS Office suite and HRMS platforms such as DARWINBOX & ORACLE.
- ⇒ Adept at managing end-to-end employee lifecycle operations, ensuring compliance, and enhancing employee engagement.
- ⇒ Demonstrated global exposure across diverse regions including Africa and India, showcasing adaptability and cultural awareness.
- ⇒ Skilled in HR technology, data analysis, leveraging HR automation, data visualization tools (SPSS & Microsoft Power BI), HR Helpdesk Management, effective Reporting & MIS for efficient decision-making.
- ⇒ Proven track record in On-boarding, Background Verification, Employee personal record management, Biometric Attendance Integration, Compensation & Benefits and Exit Formalities.
- ⇒ Exceptional written and oral communication skills, including effective questioning, listening, presentation skills, superior analytical, quantitative and conceptual thinking skills.
- ⇒ Proven ability to graphically document and present highly complex issues, concepts and facts in simple & easy to understand manner.
- ⇒ Ardent at recruiting and nurturing the right resource and finessing teams at a diversified, fast-moving ambiance, leverage interest in inspiring others, building strong relationships, and creating true followership while working on multiple & concurrent efforts.

EXPERIENCE



RR Visas & Consultants LLC FZ

May 2023 – Present

HR Coordinator

- ⇒ Address and resolve employee conflicts and grievances.
- ⇒ Maintain and update employee documentation in HRIS.
- ⇒ Maintain and update HR policies and procedures.
- ⇒ Attendance tracking, Compensation & Benefits management
- ⇒ Manage schedules, meetings, and travel arrangements.
- ⇒ Establishing and implementing HR efforts that effectively communicate and support the company's mission and strategic vision.
- ⇒ Coordinate onboarding processes, including preparing contracts and conducting orientation sessions.
- ⇒ Preparing MIS report, presentations, and correspondence, recruitment.
- ⇒ Plan and organise company events, meetings, and training sessions.



Sterling Oil Exploration & Energy Co. Ltd Lagos, Nigeria Feb 2021 – April

2023

Admin & HR Executive

Dec 2022 – April 2023

Job Profile

- ⇒ Overseeing geographical site operations, serving as the primary HR liaison for all sites within the assigned region, ensuring alignment with HR policies and procedures.
- ⇒ Coordinating accommodation arrangements for new joiners & existing staffs,

PSYCHOMETRIC INSIGHTS

- **MBTI:** ISFJ
- **Gallup Strengths Finder:** Top strengths include Futuristic, Restorative, Achiever, Developer, And Relator

Personal Details

- **Nationality:** India
- **Date of Birth:** 8 Jul 1994
- **Marital Status:** Single

CERTIFICATION

- Certification in HRBP
- Certification in Power BI
- Project Management

REFERENCE

Available on request

liaising with base management to facilitate smooth transitions into the company.

- Collaborating with the HR Shared Service Team to facilitate the integration of new joiners into their site assignments, ensuring familiarity with the location and job requirements.
- Executing member engagement activities such as departmental gatherings and celebrations, fostering a positive work environment and enhancing team morale.
- Handling grievance and request resolution, addressing employee concerns related to leave, immigration documentation (CERPAC), and other HR matters within defined turnaround times.
- Maintaining operational efficiency by ensuring the proper functioning of biometric machines, minimizing downtime and disruptions.
- Facilitating local and national HR coordination efforts, fostering collaboration and alignment across various HR processes and initiatives.
- Working closely with respective teams to support goal-setting, performance appraisal, and talent development efforts.
- Managing compensation and benefits queries, providing assistance and guidance on salary, advance requests, and HRMS software usage.
- Regularly generating and presenting MIS reports, providing valuable insights and data to support HR operations and decision-making processes.

HR Trainee

Feb 2021 – Dec 2022

Job Profile

- Managed on-boarding, induction, and orientation for seamless new employee integration.
- Supported new hires during their initial 60 days, ensuring timely asset distribution.
- Performed data analysis using Microsoft Power BI for insightful decision-making.
- Maintained employee databases for accuracy and confidentiality, with a total headcount of around 2200.
- Demonstrated proficiency in HRMS software, especially Darwinbox.
- Oversaw attendance system management, single point of coordination for resolving biometric challenges including integration and support.
- Operated HR helpdesk, promptly addressing employee queries and concerns.
- Contributed to HR automation, enhancing operational efficiency.
- Organized engagement initiatives for team bonding, motivation and morale..
- Prepared and presented reports to meet departmental requirements.
- Managed comprehensive exit procedures, ensuring compliance.
- Issued various HR-related correspondences, including promotions and transfers.
- Collaborated with cross-functional departments for training and coaching programs.
- Utilized HR MIS for data analytics to optimize operations.



Genpact India Pvt Ltd, Noida (UP) | HR Consultant

Jun 2019 – Sep 2020

Job Profile

- Managed and documented employee exits, ensuring accuracy and compliance with company procedures.
- Conducted exit interviews and liaised with departments for smooth closure processes.
- Issued various correspondences, including travel invites and post-exit documentation, maintaining professional communication standards.
- Audited documents for compliance during on-boarding processes, ensuring regulatory adherence.
- Successfully handled external HR audits, receiving commendation for thoroughness and accuracy.
- Designed and executed recruitment strategies aligned with company objectives and growth plans.
- Oversaw employee on-boarding, verifying background checks and facilitating seamless integration.
- Maintained records and full induction process in Oracle HRMS, providing accurate data for decision-making and reporting.

- Monitored exit processes, ensuring timely logging and accurate categorization of exits.
- Managed full and final settlements for departing employees, maintaining financial integrity and compliance.

INTERNSHIP

🏢 **Clark Shiraz Hotel Pvt Ltd, Agra | Management Trainee** **May 2018 – Jul 2018**

Job Profile

- Supported the development of annual calendar encompassing training, open houses, and social events.
- Contributed to execution of training need assessment and crafted targeted training modules.
- Coordinated to execution of training and development projects for both managerial and non-managerial staff.