

# ABHIMANYU BHATIA

**HR EXECUTIVE WITH 1Year 6+ MONTHS OF EXPERIENCE**



## CONTACT DETAILS

8/56, Sector 3,  
Rajendra Nagar,  
Sahibabad,  
Ghaziabad, U.P -  
201005

**Mobile:**  
9958296071

**E-mail:**  
abhimanyubhatia15  
1@gmail.com

## SKILLS

- Recruitment & Selection
- Induction & Orientation
- Employee Engagement
- HR Operations
- Grievance Handling
- Onboarding

## EDUCATION

## SUMMARY

Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, benefits and compensation, HR records management, HR policies implementation, HR audit, Reference Check, Employee Grievance Handling, Onboarding and Induction Training.

## OBJECTIVE

To strengthen and enhance my specialization as an **HR Executive professional** in a reputed and employee centric firm. Possess a great degree of desire to continue achieving excellence as well as leadership in the field of Human Resource Management.

## AWARDS & ACHIEVEMENTS

- Was awarded **“Certificate of Appreciation”** multiple times at BTM Exports Pvt. Ltd.
- In BTM Exports Pvt. Ltd. recruited more than 100 candidates from the junior to the senior levels in coordination with the management.
- For BTM Exports Pvt. Ltd. conceptualized and created the complete joining process including induction program and implemented the same with more than 100 new Joinees
- Personally recruited in excess of 180 employees in my career till now
- In BTM Export LTD, I was promoted from Management Trainee to HR Executive within 6 months

## EDUCATION

- Masters in Business Administration - Specialization - Human Resource from Symbiosis Centre for Distance Learning, Pune -2019 - Final Result Expected by December 2019
- 3 Year GNIIT course in Software Engineering - 2016

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## SUMMARY OF EXPERIENCE

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### EXPERIENCE

#### **BTM Exports Pvt. Ltd.**

New Delhi  
(Mobile Phone manufacturing and marketing company)  
Brand -  
Uiphones)  
Senior  
Executive - HR  
& Admin  
(November -

Managed a Broad range of HR functions including Payroll, HR Compliances, HR Policy designing and implementation, Personnel File Management, Employee Master Data, Employee Screening /Hiring /Orientation, Employee Induction Training, Onboarding, Coordinating Employee Appraisals, Employee Engagement Activities, etc.

#### **Outcomes:**

**Sourced in excess of 100 candidates** through Database, Referrals, Head Hunting and Portals as per the requirements, resulting in savings of Rs. 40 Lacs plus.

**Conceptualized and created formats** for Reference Check, Verification Form, Employee Docket Checklist, Joining Kit, Induction Checklist format and Customized Induction Calendar.

**Conceptualized and Implemented the concept of "Employee of the Month"** which was very well received in the organization.

**Started the concept of Internship** in the company and provided 38 interns to technical and non-technical departments.

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