

**Prashant Arora**

**Mobile:** +91987396399 **E-Mail:** [prashantarora08@hotmail.com](mailto:prashantarora08@hotmail.com)

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### Job Objective

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**Aspiring for challenging assignments in Human Resource Management with an organization of repute**

**Having 1.5 years of progressive experience in Human Resources**

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### Profile Summary

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- A **dynamic human resource professional** with around **1.5 years** of proven track record in Compensation Management, HR Generalist, Performance Management, Employee Engagement, Employee Relations and Human Resources Management Systems.
  - Currently Associated with **Neokraft Global Pvt. Ltd. - Human Resource Executive**
  - Proficiency in **managing tasks involved in recruitment process** including sourcing, screening, shortlisting the candidates, scheduling / conducting interviews and finalizing salaries
  - Adept in **organizing training and development programmes**
  - An **effective communicator with excellent problem solving and people management skills**
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### Areas of Expertise

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-HR Policy Designing & Execution	-Recruitment	-Performance Management
-Training & Development	-Employee Engagement	-MIS Reports
-Statutory Compliance	-Employee Welfare	
-On-boarding	-Audits	
-HR Documentation	-Employee Separation	

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### Career Contour

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**Neokraft Global Pvt. Ltd.**

**HR Executive**

**February 2019 till date**

Being the part of HR Team, this role demands responsibilities towards the organization, managers and employees. Strategizing, continuous improvement, people management, change management have been few key areas of my work here. I work closely with the CEO, HR Head and other stakeholders in the organization.

#### Key Deliverables:

##### 1. Talent Acquisition

- Attracted and hired highly skilled people from competitors through building employer branding for all levels.
- Managing complete recruitment life-cycle for sourcing the best talent from diverse sources.

##### 2. Training & Development

- Determining training needs of organization post discussion with vertical heads and management to enhance the skill sets of employees to improve the efficiency and productivity of the organization.
- Assimilating the training needs and finalizing the training calendar post approval from management.
- Evaluating the training effectiveness
- Maintaining all the training records and data

### 3. Employee Relations:

- Motivational activities for the employees in the form of Awards & Rewards, Issuance of certificates etc to boost employee morale and talents.
- Implementing employee benefits & developed R&R policy (Spot Award) and programs for employees
- Working with employees at all levels, with individuals and teams, to identify issues and find solutions.
- Aligning HR and individual employee goals to organization goals.
- Participated in Audit program and was the single point of contact for all HR issues.
- Developed policies for 5s Improvement, nomination of best kaizens was initiated and distributed prizes among blue collar workers

### 4. HR Planning & Operations

- Design, implement and practice policies for the organization.
- Follow and aligning the statutory compliances.
- Creating a work culture for employees and follow best benefits program for employees.
- Preparing Budget / Manpower Planning to achieve business objectives.
- Employee referral programme to institutionalize a referral culture among employees.
- Transfers of Employees, Employee Recognition Program & Employee Satisfaction Survey.
- Exit process - Managing end to end Full & Final settlements of the resigned employees and Conducting Exit Interviews& handle the relieving formalities. Analysis of Exit Feedback  
Advise managers on organizational HR (Human Resource) policy matters and recommend needed changes

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## Previous Assignments

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**Johnson Lifts Pvt Ltd.**

**Trainee – Human Resources**

**May 2018-February2019**

### Key Deliverables:

#### 1. Attendance Computation

Daily attendance computation – Biometric / Manual , Ensuring of punctuality, Leave Administration, On-duty Administration, Attendance closing, Summary of Manpower utilization for every day.

#### 2. Absenteeism Control

Absenteeism Control, Identifying chronic absentees, Counseling, Show cause, Disciplinary action.

#### 3. Payroll Processing

Payroll preparation and compilation, Addition and deletion of employees, Opening of Bank account and updating , Capturing deduction details (advance/damages/missing material, etc.), Overtime engagement and control, Maintenance of register of Overtime, Advance application processing and deduction thereof, Generating payroll ledger for the month, checking and forwarding proposal to Corporate Office.

#### 4. a) Recruitment and Selection

Sourcing and selection of candidates for Trainees cadre, Preparation of proposal to Corporate HR, Medical examination / joining formalities , Verification of original certificates and credentials, Induction process, Skill matrix and behavioural matrix implementation, Attrition analysis and control, identification of training needs of Technical / Non-Technical personnel and organizing need based training programs.

## **b) Employee Separation**

Resignation letter, No due certificate, Administering of Exit interview, Preparation of Full and Final Settlement and forwarding proposal to corporate office.

## **5. Training and Development**

Identification of training needs as per PMS organizing and conducting training programme for trainees cadre -. It may be internal / external. Safety Training programme for all employees once in a year. Training evaluation report and its summary on benefits analyses.

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### **Other Credentials**

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- English Proficiency Course by British School of Language.
- Certified for undergoing Skills Development from Campus & Beyond.
- Participated in 45th Annual Athletic Inter Year Tournament in National Institute of Technology, Kurukshetra and won 2nd prize.
- Participated in Inter College Quiz Competition in Aggarwal College.
- Completed dissertation on "A Study of Relationship Between Whistle blowing Intentions, Corporate Ethical values and Organizational Commitment in Delhi, NCR Region", 2017.

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### **Scholastics**

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- Masters in Business Administration in Human Resources from National Institute of Technology, Kurukshetra with 5.3 CGPA.
- Bachelor in Business Administration from Aggarwal College, Maharshi Dayanand University, Rohtak in 2014, with First Division.
- 12th (Commerce) Aggarwal Public School, (CBSE) in 2011 with 71.2%.
- 10th, Aggarwal Public School, (CBSE) in 2009 with 50%.

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### **Extramural Engagements**

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- Organized "Anti Drug Anti Ragging" (ADAR) Campaign at Aggarwal College (Maharshi Dayanand University, Rohtak), 2011-2012.
- Organised Technical & Managerial events in TECHSPARDHA'16 at National Institute of Technology, Kurukshetra.
- Event Coordinator of Espirit-De-Corps, Altius' 16 at National Institute of Technology, Kurukshetra.

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### **Personal Dossier**

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Date of Birth	08th Dec. 1993
Current Location	Faridabad