Manish Gautam
Flat No.- 904, Tower- A3
Avalon Garden, Alwar bypass
Bhiwadi (Raj.) PIN- 301019
E Mail: manishgautam1981@gmail.com
Mobile- +918802007352

Objective

I am dedicated to being a committed team player who thrives in collaborative environments. I am eager to leverage my expertise and contribute meaningfully to the team's goals. My aim is to not only contribute my skills but also to enhance my personal capabilities by embracing new challenges and learning from the diverse experiences that the organization offers.

Professional Snapshot

- Initiated HR career journey by honing recruitment skills within a consultancy environment.
- Sourced, screened, and placed candidates across diverse industries, developing a keen eye for identifying the right fit for both clients and candidates.
- Over the last 15 years, played a pivotal role in the private university's HR domain, overseeing end-to-end HR functions, from talent acquisition and onboarding to employee grievances and post-exit processes.

Employment History

- **Sr. Manager- HR | NIMS University Rajasthan | January 2025 – till date**
- **Manager - HR | BML Munjal University | July 2022 – Present**
- **Deputy Manager - HR | Sushant University | March 2021 - June 2022**
- **Assistant Manager - HR | Sushant University | June 2018 - March 2021**
- **Assistant Manager - HR | BLB LTD | September 2014- June 2018**
- **Team Leader | MIS Outsourcing | August 2013 – September 2014**
- **Team Lead | Ines Consulting | May 2010 -May 2013**

Key Responsibilities:
Talent Acquisition:

- Managed the end-to-end recruitment life cycle, utilizing various sourcing strategies such as social media and job boards to attract top talent
- Revamping the talent acquisition process, resulting in a streamlined recruitment process and higher quality hires.
- Collaborate with stakeholders to to assess staffing needs and develop clear, detailed job descriptions, enhancing the recruitment process.
- Collaborated with cross-functional teams to enhance candidate experience.
- **Manpower Budgeting**: Collaborated with departments to forecast staffing needs, resulting in

timely hiring and minimized talent gaps.

- Maintained accurate and up-to-date employee data, ensuring efficient onboarding and record-keeping processes Resolving all quirries raised by the candidates.
- Negotiating salary and terms of employment with the candidates.

Performance Management:

- Formalization of KRA/ KPIs
- Educating Employee and Managers on "How to prepare KRA/ KPIs" in line with the Organizational Goal and objectives
- Rolling out the Appraisal Forms, Manage the complete documentation and processes linked to the yearly performance and Increment.
- Generating & distributing increment letters/ Promotion letters, Change of role letters to all eligible employees.
- Managing Marginal Performance (PIP)

HR Policies and Procedures:

- Successfully developed and implemented comprehensive HR policies and procedures tailored to the unique demands of the education sector, fostering a positive work environment for faculty and staff.
- Ensuring leagal compliance and aligment with organizational objectives and improve operational efficiency.

Leave Management:

- Develop comprehensive leave policies that cover various types of leave (sick, vacation, maternity, Paternity etc.), eligibility criteria, request procedures, and approval workflows.
- Clearly communicate leave policies and procedures to all employees through handbooks, intranet, and training sessions. Ensure that employees are aware of their entitlements and how to request leaves.
- Establish a clear and efficient approval process. Define who approves leaves at different levels and ensure that managers have a process for managing leave coverage to prevent staffing gaps.
- Integrate leave management system with the payroll to ensure accurate calculations of salaries and deductions based on leave taken.

Payroll Management:

- Maintain up-to-date employee records with accurate personal and financial information required for payroll processing.
- Develop and maintain a well-defined salary structure that includes basic pay, DA, allowances, and deductions. Ensure consistency in applying this structure across the organization.

- Establish a regular payroll processing schedule. This includes verifying data accuracy, performing necessary calculations, and generating pay slips.
- Calculate and deduct statutory contributions such as taxes, EPF, ESIC etc
- Conduct periodic audits of HR records, policies, and practices to ensure they align with legal requirements and industry standards.
- Stay informed about labor laws, employment regulations, and any updates that might affect HR practices in industry and state.
- Safeguard employee data and ensure compliance with data protection and privacy laws by implementing secure data management practices.
- Reporting: Generate and submit required compliance reports to relevant authorities in a timely manner.

Onboarding:

- Planning and executing well defined onboarding process to enhance employee experience from date of joining.
- Introduce the new joiners to the organization structure, HR process and policy.
- Co-ordination with the new entrants in respect to their appointment letters, employment specifications, processing employee PF, ESIC, Corporate salary A/c.

Off boarding:

- Conducting Ext Interviews
- Smooth and hassle-free exit of employees.
- Ensure that all the exit formalities have been completed before issuing any letter.
- Coordinating with accounts team for timely disbursement of Full and Final Settlement.

HR Operations and General Administration

- Maintain personnel files of employee with all the relevant documents are in place
- Prepare & send monthly HR MIS
- Ensure prompt resolution of employee grievances, arranging skip interviews.
- Issuance of HR letters, employment proof, experience letters, relieving letters etc.
- Empanelment of new Vendors/ consultants.
- Vendor management, Developing new Vendors, Negotiating terms, verifying bills and invoices of vendors related to recruitment and compliance.
- Employee Contracts: Issue clear and comprehensive employment contracts to all employees, outlining terms and conditions of employment, roles and responsibilities
- Organized employee engagement activities and implemented policy-driven processes for celebrations and recognition programs, rewarding top-performing employees to enhance morale and drive productivity.

Experience as Sales Professional-

1. **Sales Executive | Vodafone (UPW) | Feb 2009 – April 2010**

2. **Management Trainee | Berger Paints Ltd | May 2008- Jan 2009 Major responsibilities-**
   - Develop the existing market and explore the new market for expansion.
   - Achievement of the Primary, Secondary and Tertiary sales & revenue targets in the territory.
   - New Distributors Appointment, Retail outlet expansion for the region as per planning.
   - Training and development of dealer and retailers for the business and growth.
   - Communication of Monthly Trade scheme Distributors and Retailers.
   - To Systematically Collect & Report Information on Competition
   - Responsible for Market Leadership & promotional activity in the territory
   - Managing promotional activities at local level.
   - To systematically collect & report Information on competition.

Educational Snapshot

- PGDBM in Marketing and Human Resource Management from CMD, Modinagar (2006-08).
- Bachelor of Arts from Magadh University (2003).

Internship: Project

- **Organization** - Birla Sun life Distribution, New Delhi
- **Title** - Financial Planning and Wealth Management Scope & Opportunities in India.

Personal Information

Date of Birth	: 28th July 1981
Father's Name	: Arun Kumar Gupta
Languages known	: English and Hindi
Marital Status	: Married

Date: / /

Place: **(Manish Gautam)**