



# Anurag Agrawal

HR-Admin Manager

Passionate HR-Admin professional having more than 10.5 years experience in HR-Admin domain and overall more than 19 years of experience looking for long term and stable career.

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## Industries

- **Building Material Manufacturing**
- **Pharmaceutical**
- **Education**
- **Business Process Outsourcing**
- **Media -advertising**

## Key Result Areas

- **Recruitment**
  - Manpower Planning
  - Preparation of Job Description
  - Recruitment through various Job portals like Naukri, LinkedIN, Indeed, Shine, Monster, WorkIndia
  - Recruitment through Campus Hiring, Recruitment Agencies, Job Fairs New Paper Ads, etc.
  - Recruitment through Head Hunting, Referral Schemes, Labour Contractors' etc
  - Short listing and Interview
  - Salary Negotiations
  - Preparation of Salary Structure
  - Offer Letter
  - Joining Process like Document Verification, Back ground checks, Asset allocation, Email ID allocation, Sitting Allocation, Stationary Allocation, Induction, Introduction and hand over to concern dept
  - Circulate Introduction email of new joiner to all employees
- **HR Analytics**
  - Time to Hire
  - Cost Per Hire
  - Training Cost Per employee
  - Revenue per employee
  - Employee Turn Over Rate
- **Employee Database Management**
  - Employee Code Generation
  - Preparation of Employee Documents Files in Physical and Digital format
  - Maintaining Digital data of employees in software
  - Maintaining record of employee's promotion/demotion, Salary Increment, Internal Job Transfer etc
- **Employee Engagement Activities**
  - Festival Celebrations, Birthday Celebrations, Annual Day Celebrations, Organize various games and activities for employee recreations

## Skills:

Team Handling  
Team Work  
Self Go Getter  
Integrity  
Problem Solving

## Software:

Saral Pay pack  
SAP HCM  
MS- Office

## Languages Proficiency:

English  
Gujarati  
Hindi

## Certifications:

PMS  
PF  
Competency Mapping

- **Time Attendance Management**
  - Affiliation of employees with time attendance machine
  - Monitor and calculate employees leave and daily IN-OUT for salary purpose
  - For outsiders, getting attendance through Whatsapp location or from branch offices
- **Holiday List**
  - Preparation of Holiday List for Head office and Branches
  - Holiday list of Branches Preparation as per government declared holidays
  - Getting approval of Holiday list from Management and circulate to Head Office and Branches
- **Payroll Management**
  - Calculation of salary of all employees including permanent and contract based as per attendance and leave record
  - Prepare Salary sheet and forward to accounts department for payment
  - Ensure salary is disburse within time
  - Circulate Salary Slip to all employees
  - Contractor's bill payment
  - Arrear Payment
- **Statutory Compliance**
  - Ensure legal compliance like PF, ESIC, PT, LWF, Bonus, Gratuity, Factory Act, Shop & Establishment Act, POSH act
  - PF Challan Preparation, ESIC Challan Preparation, PT payment, LWF payment, bonus payment, Gratuity Payment
  - Maintain records like Wage Register, Leave Register, Attendance Register, Accident Register, Health Register, PF payment receipt, ESIC payment receipt, PF payment receipt, Fine Register, Over time register, WC Policy, Safety Committee register, ID card allocation register, Shoes, uniform or any other safety material issue register, white wash register, keeping visitor book of PF Inspector, Labour Officer
  - Factory License renewal, GPCB consent renewal, PLI, Boiler, Fire NOC renewal, Labour contractor's agreement
  - Compliance as per Apprentice act
  - Ensure Collection of PF, ESIC, PF, LWF, Bonus, Gratuity, Overtime payment documents, Labour License Renewal from labour contractor
  - License for use of using alcoholic chemicals
  - Appointment of Medical Practicener
  - Fire Committee formulation and Fire Training to workers
  - Liasoning with Govt bodies like PF, Municipality, ITI, ESIC, Police, Labour dept, GPCB, Prohibition & Excise dept etc
- **Performance Management System**
  - Preparation of KRA/KPI
  - Yearly/Half Yearly/Quarterly Performance evaluation
  - Set Increment slabs as per Performance appraisal system
- **Compensation and Benefits**
  - Design Incentive and implement Structures
  - GMC, GPA for employees and their family members
  - Wage Reviews and suggest management about Salary standards
  - Overtime Policy
- **Learning & Development**
  - Training Need Identification
  - Preparation of Monthly Training Calendar
  - After Training, Feedback of employee
  - Evaluation of Performance after training

- **Employee Grievances Redressal**
    - Resolve employee grievances through formal and informal way
    - Formation of committee for employee grievance redressal
  - **Strategic HR**
    - Periodic Employee Satisfaction Surveys
    - Succession Planning
    - Nurture positive environment through addressing employee grievances, reward & recognition, making fair HR policies, competitive pay structure
    - Motivation trainings
    - Reward & Recognition
  - **Full and Final Settlement**
    - Exit Interviews
    - Ensure No Dues from all dept
    - Asset Collection
    - Preparation of Full and Final Settlement
  - **Other Tasks Handled**
    - Preparation of Various HR Policies and Formats
    - Various MIS reports
  - **Admin Activities**
    - Employee Insurance (GMC, GPA, WC)
    - Hotel Booking for Guests
    - Vendor Management
    - Gift Management
    - Tour Management
    - Employee Tour Expenses check
    - Cleaning of Premises
    - Asset Management
    - Company's two wheeler & Four Wheeler Management
    - Stationary Management
    - Company's' Infrastructure Maintenance
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## Achievement

- More than 950 recruitments so far.
  - Saved cost more than 1 Cr by doing In-House Recruitment.
  - Introduced Employee Engagement Activities first time in Prodigy Technomedia Pvt Ltd, Olympic Décor LLP.
  - Prepared and successfully implemented HR policies in three organizations.
  - Successfully implemented Performance Based Appraisal System in Olympic Décor LLP
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## Work Experience

### CEPT University

- 250 Manpower

#### Asst. HR Manager

Apr-2021 to Mar-2022.

#### Responsibilities:

- Talent Acquisition
- Conducting Psychometric tests of short listed candidates
- Handling Employee Joining Process end to end
- Looking after Sitting arrangement, Email Id creation, Induction, Laptop Arrangements, Document Verification, Hand over to concern department Head

- Various Letters like Offer Letter, Appointment Letter, Confirmation Letter, Contract End Letter, Contract Extension Letter, Mid Term Probation Letter, Probation Confirmation Letter, Experience Letter, Relieving Letter, MoMs, Study Leave Letters
- Handling Time Attendance Management
- Handling Payroll Process
- Preparation of HR report for Salary Process
- Handling PF related tasks
- Handling Employee Loan Process
- Employee File Preparation in physical and digitally in Saral Software
- Handling Employee Insurance Process
- Preparation of Full and Final Settlement
- Handling End to end Exit Process of Employee
- Employee Engagement Activities

**Bloom Dekor Ltd**

- 350 Manpower

**HR-Admin Manager**

Aug-2018 to Apr-2021.

**Responsibilities:**

- Prepared and Implemented Entire HR policy with KPMG at corporate level
- Recruitment through various sources like job portals, recruitment consultants, Referrals, Institutes, News papers ads, social media etc.
- Interview, Salary negotiations, Induction, Other Joining formalities and Hand over to Department etc.
- Attendance and Leave Management
- Performance Appraisal
- Statutory compliances
- Define salary structure for New Joiners
- Payroll Management
- Corporate and Plant level Legal Compliances
- Exit Interviews
- Various MIS reports
- Full and Final Settlement
- Employees Tour Expense Check
- Hotel Booking, Pick-up drop arrangements for guests
- Corporate Gifting for guests and Employees
- Vendor Management

**Olympic Décor LLP (Royale Touche Group)**

- 800 Manpower

**HR-Admin Manager**

Aug-2016 to Mar-2018.

**IIEM EXIM Training Pvt Ltd** (A Leading Import-Export Training Institute of India)

**HR Manager**

Jan-2015 to Aug-2016.

**Prodigy Technomedia Pvt Ltd**

**HR-Admin Manager**

Oct-2011 to Jan-2015.

**Icall India Pvt Ltd**  
**Process Executive**  
Sep-2007 to Aug-2010.

**Fortune InfoTech Ltd**  
Process Executive  
Mar-2006 to Aug-2007.

**Rakesh Pharmaceuticals**  
Production Supervisor  
Oct-2001 to Nov-2005.

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## Qualification:

**Master of Business Administration (HR)** Dec-2009  
IGNOU, New Delhi

**DIT (Diploma in Information Technology)** May-2001  
N.P. Patel Computer Center, Kalol, North Gujarat.

**B.Sc. (Chemistry)** Apr-2000  
P.S. Science College, Kadi, North Gujarati Uni.

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## Personal Details

Name	-	Anurag Agrawal
Father	-	Sri. S.N. Agrawal (Retired Sr. Section Engineer from Railway)
Mother	-	Smt. Rajrani Agrawal
Date of Birth	-	23-09-1978
Sex	-	Male
Race & Religion	-	Hindu (Baniya)
Marital Status	-	Married
Nationality	-	Indian
Blood Group	-	B+
Permanent Add	-	E-404, Dwarkesh Heavens-1, New Chandkheda, Ahmedabad - 382424

References will be furnished on request.

**Anurag Agrawal**