

Amit Ojha

Email id: aojha27031997@gmail.com D.O.B- 27/03/1997

LinkedIn: [linkedin.com/in/ amit-ojha-652258168](https://www.linkedin.com/in/ amit-ojha-652258168)

Contact No:- 9408602017

PROFESSIONAL SYNOPSIS

A motivated and result oriented Human Resource Professional having 2.5Years Experienced skilled in Talent Acquisition, Talent Management Professional. Seeking an opportunity to utilize my skills and education in contributing to employer objectives, profitability and success within a company offering potential for challenge and growth.

Key Skill

Talent Acquisition	Salary Negotiations	Reward & Recognition	PMS
HR Operations	Employee Engagement	Campus Recruitment	Learning & Development

Work Experience Details

UFLEX LIMITED (HR Generalist)

1st March 2022 to 30th sept 2023

Shanti Mukand Hospital (HR Executive)

11th October 2023 to 14th Nov 2024

WORK EXPERIENCE Hired Through Campus Reporting to AGM HR

UFLEX LIMITED, HR GENERALIST

1st March 2022 to 30th Sept 2023

Talent Acquisition

- Responsible for handling recruitment process for Noida Location of UFLEX Limited Earlier looking for Sanand Plant.
- Handled end to end recruitment for ITI, Diploma, Engineering, HR profiles , other dept Etc from Entry to Assistant Manager Level
- Knowledge on LinkedIn, Naukri.com to search for passive candidates.
- Generating offer letter.
- Focusing on joining Formalities and Preparing for Induction Training Schedules for New Joinees.
- Generation of Requisition in Taleo Software and create a candidate from the same after sourcing.
- Face ID approval & Account opening, Facility Approval of new joinee at the time of onboarding the candidate.
- Giving Proper understanding about company HR policies in the form of Presentation for new joinee.
- Filling of documents for new joinee after joining formalities and send data to corporate office ,
- Entering Data of new Joinees into KCPL Payroll software and update employees data base on regular basis.
- Handling manpower for about 600 Employees including White Collar, Blue Collar

Campus Hiring

- Managing & executing complete process of Fresher hiring through multiple channels - On-Campus / Off-Campus, Walk-In Drives from various campus recruitment drives across colleges and B-schools -pan India. Was Responsible in Framing of Campus Policy and Strategy framework for campus hiring
- Administering on-campus, off campus hiring for freshers based on needs and business requirements.
- Establishing, coordinating, and maintaining good relationships with university placement bodies, department heads ,
- Central/Deemed universities and top colleges. Responsible for completion of entire on-boarding process including various back-end tasks like documentation, initiating Background checks, follow-up with candidates / TPOs for smooth joining.
- Preparing various reports including weekly / monthly dashboards, region-wise hiring report and ensuring the hiring process .meets all the business & organizational quality standards.

Performance Management system.

- Ensuring about their Employees PMS cycle which is being Followed from April to March in our Organization.
- Focusing on filling their KRA's, from April to June, then Filling their MYR from July to Sept, and filling their FYR from Oct to March in an Oracle system and based on FYR policies of increments is being decided by higher Management.
- In Case of MYR we used to Follow Appraiser and Appraisee discussion regarding their output and their Development in terms of their Roles and Responsibilities if any changes Required. As per (MBO) Method.
- In case of FYR we used to follow 360 degree Feed back and identify the category of people falling into desired Medium by bell shape Curve.

Employee Communication

- Create and deliver internal communications content, including email updates, newsletters, intranet content, videos, and presentations.
- Develop and maintain a content calendar to ensure that internal communications are timely and relevant.

Man Power Planning

- Manpower Plans and Budgets
- Develop and gain agreement to an overall manpower plan for The Company which sets out the human resources requirements to staff the organization and provide for the necessary skills and competency base to successfully realize the business plans.
- Provide Department / Line Managers with background information for formulating short, medium and long term, manpower plans to fulfill manpower requirements.
- Identify manpower needs and vacancies including need for development of recruitment programs (e.g. labor recruitment programs, management recruitment programs) to ensure alignment of organizational needs to manpower plans.

HR Business Partnering

- Participate in the continual development of HR programs, such as recruiting, retention, compensation, benefits, and Learning & Development.
- Partner with Learning & Development to work on value-added programs in areas of training, development, career mobility, and job performance.
- Provide timely information and/or education for all levels of a company on HR issues.

- | | |
|--|--|
| | <ul style="list-style-type: none">• Educate, coach, and partner with managers on performance management and employee development goals.• Develop people strategies and design approaches for diagnosing and enhancing organizational effectiveness and employee satisfaction. |
|--|--|

<p>Employee & Engagement</p>	<ul style="list-style-type: none"> • Following Activities are Being followed during E&E in our Organization. • Radiant Life (Body wellness, Exercises sessions through External Source) • Coffee Connections with Plants Heads, and Business Heads of our Organization • Symposium (Knowledge Sharing Sessions) • Express (Inter Departmental Communication In Town Halls) • Festival Celebration
<p>Learning & Development</p>	<ul style="list-style-type: none"> • Focused on 2 Types of Training Flagship & Division Specific Based as per Business Requirement. • Focused training based on external vendor & Departmental HOD's on various specific topics associated to TNI Business Requirement. • Preparation of PTR data for Monthly training in desired Format and details Mentioned. • Preparation of Penetration data as per Quarterly and send details to Corporate as per their Requirements.
<p>Reward & Recognition</p>	<ul style="list-style-type: none"> • Following Activities are Being followed during R &R Session in our Organization. • Spend ours (Employee of the Month) • Super Squards (Team of the Month) • Alpha Awards (Team Leader of the Month)
<p>Yearly Mediclaim Insurance</p>	<ul style="list-style-type: none"> • Also Branding of Employees Through Hall of the Flame and Posted on LinkedIn and other social media websites. • Prepare the yearly medical list as per corporate driven format & eligibility and submit the same data to corporate as per their target date. • Preparing Medclaim data for all the new joinees (those salary our from 21000 gross).left, correction data to corporate HR spoc on 30th every month.
<p>Contractor MIS</p>	<ul style="list-style-type: none"> • Take the contractual bills from the vendor till 28th of every month. • Checking of bills as per the minimum wages. • Checking the VDA of every vendor is updated Or Not. • Checking of PF ESIC Challan of vendor. • Checking PF/ ESIC details from attendance master sheet based on their no of working days including OT and verify them as per their desired details as per policy. • Preparation of MIS Contractual data for Cylinder business and send data to corporate on 5th of every month.
<p>Statutory & Legal Compliance</p>	<ul style="list-style-type: none"> • Having Basic Understanding of PF ESIC as per Government norms from both Employer & Employee Contribution. • Having Theoretical Knowledge in GPCB Norms, Internal audits , Basics of Labour laws ,legal documentation & Liaoning works.

**WORK
EXPERIENCE**

Reporting to Sr. AM

SHM Hospital , HR Executive

11th Oct 2023 to 14th Nove 2024

Talent Acquisition	<ul style="list-style-type: none"> Responsible for handling recruitment process for Delhi Location at Shanti Mukand Hospital Currently Handling Profiles for all Technical & Non technical roles from Junior to Senior level Recruitment Knowledge on LinkedIn, Naukri.com to search for passive candidates. Generating offer letter. Focusing on joining Formalities and Preparing for Induction Training Schedules for New Joinees. Face ID approval & Account opening, Facility Approval of new joinee at the time of onboarding the candidate. Giving Proper understanding about company HR policies in the form of Presentation for new joinee. Filling of documents for new joinee after joining formalities and send data to corporate office , Entering Data of new Joinees into AVIS Payroll software and update employees data base on regular basis.
HR Operations	<ul style="list-style-type: none"> Entering Data of new Joinees into AVIS Payroll software and update employees data base on regular basis. Responsible for tracking attendance , punching, Leave management on weekly basis and analysis of retention and attrition data Ornogram of an organization updated on monthly basis. Have basic understanding of PF,ESIC contribution both from employ and employer end and also well versed with Basics of Labour Laws..
Learning & Development	<ul style="list-style-type: none"> Focused on 2 Types of Training Flagship & Division Specific Based as per Business Requirement. Focused training based on external vendor & Departmental HOD's on various specific topics associated toTNI Business Requirement. Preparation of Monthly MIS Data related to trainings and keep track record on Monthly Basis

INTERNSHIPS

Organization	Projects	Period
Gold Sikka Limited	Talent Acquisition	March2021 – June 2021
Aashmaan Foundation	Talent Acquisition	Oct 2020 – April2021

EDUCATION

Qualification	Specialization	Percentage / CGPA	Institute
MBA (2020-2022)	Human Resources/ Operations Management	6.71	ICFAI Business School, Hyderabad
BE (2016-2019)	Mechanical Engineering	7.35	Gujarat Technological University

Diploma (2013-2016)	Mechanical Engineering	8.09	Gujarat Technological University
Class X (2013)	General	59.83%	Swami Vivekanand English Medium School

HOBBIES

Debating	Art Of living	Playing Badminton	Playing Table Tennis	Travelling
----------	---------------	-------------------	----------------------	------------

Achievements

- Gujarat's Top 10 th Ranked Player in Badminton in Categorie of U 15 boys at state level also Represented at national level from Gujarat State
- Also won Bronze medal in khel Mahakumbh 2012 in Sub junior Boys Team event

