

Vaibhav Kumar

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SUMMARY

HR with over a diversified expertise in Talent Sourcing, Management and Engagement in Medical Non-Medical Projects, HR operations Processes & Policies, HR Audits & Compliance and a proven ability to align Manpower & Resource planning including HR generalist affairs, employee relation, retention, staff development, conflict resolution, benefits and compensation, health and welfare benefits, HR records management, safety and security, succession planning, HR policies development and legal compliance.

Key Skills: General Management, HRD management, HR Strategy, Roadmap & Policies, Design, Develop and Implement of HR Information Systems, Information Security and Vendor & Contract Management.

Professional Experience

- **Name of Organization:** Arogyam Hospital and College.
- **Tenure:** March 2024 to Till Now.
- **Job Title:** Sr. HR Executive
- **Location:** Roorkee (Uttarakhand)

Job Responsibility –

- Leadership Hiring for Teaching & Non-Teaching, Doctors, Nurses, Technicians, Administrative.
- Sourcing from various sources Job Portals, Social Media, Internal Referrals, and Head Hunting etc.
- Updating the Application Tracking System so as to ensure timely closure of the open positions.
- Mentoring a team of recruiters.
- Prepare MIS report and dashboard on a weekly and monthly basis.
- SPOC for managing Bulk, Volume, Mass hiring drives.
- Taking care of Payroll, Operations, Onboarding, and Induction of newly joined faculties, Doctors, Nurses, Technicians, Administrative.
- Policy Formalization.

- HR Budgeting.
- Employee Grievance handling and management.
- Employee Management.
- Auditing and Monitoring.
- Legal and statutory Compliances.
- Good Knowledge of Inspections (NABH, INC, State Inspections).
- **Name of Organization: GMS group of Institutions and Hospital**
- **Tenure: March 2022 to Feb 2024.**
- **Job Title: Executive- Sr. HR Executive**
- **Location: Amroha (Uttar Pradesh)**

Job Responsibility –

- Handling and supervise the work of the staff in Cash Collection section.
- Systemic Cash Collection of Payment and supervise departmental function.
- Regular Visit of acute wards to know the condition of patient and identify who are not satisfied With The Treatment.
- Handling the Recruitment for primary Level of the entire Hospital& college.
- Checking All Security and Housekeeping of the Hospital. & college.
- Dealing in staff disciplinary matters of the hospital& college.
- Preparation of the full & final settlement.
- Facilitating Training for the new joining.
- Disciplinary actions including issuing of warning letters, show cause notices.
- Disciplinary action against Absenteeism, non-reporting to work.
- Salary preparation & coordinate with account Department for salary processing.
- Assisting management in salary fixation for a given job according to experience & qualification.
- Co Coordinating& Processing salary inputs of the employees with the help of Accounts Dept.
- Maintaining KRA records for existing & new employee according to their designation.
- Acceptance to Resignation, No Dues Format, Full & Final Settlement (Exit Formalities).
- Identifying problematic employees and counsel them to mold in organization Culture.
- Issue of experience certificates to the resigned employees.
- Coordinating with management with billing of discharge patient Issues.
- Any work assign by the management.
- Solving issue of police matter over dispute in the Hospital.
- Settlement of any issue arises in the hospital.
- Issue notice as per the Hospital Management.
- Faced College and Hospital Inspections (NABH, INC, State Level)
- **Name of Organization: Om Trauma And Neuro Hospital**
- **Tenure: Feb 2021 to Feb 2022**
- **Job Title: Executive : HR Executive**
- **Location: Meerut (Uttar Pradesh)**

- **Name of Organization: Mid East Pipeline**
- Tenure: July 2016 to March 2017
- Job Title: Executive : HR/ Admin.
- Location: Kakinada, Andhra Pradesh
- **Name of Organization: Bhaskar Energy Pvt. Ltd.**
- Tenure : August 2011 to Sept 2014
- Job title : HR Assistant.
- Location : Rudrapur Uttarakhand

Academic Qualification

- **LLB** from **MJPRU Bareilly** in **2024**.
- **MBA in Human Resources and Marketing** from **RKGEC (Ghaziabad) (UPTU)** in **2011**.
- **BSC in PCM** from **D.A.V. PG COLLEGE (Dehradun)** Uttarakhand in **2009**.
- 12th from UP Board in **2005**.
- 10th from UP Board in **2003**.

Technical Skills

- **Internet Application, Hindi Typing, CCC Computer Certificate**
- **MS Office, Word, Excel, ERP, Hospital Billing, AI Chat GPT.**

Personal Details

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|--------------------------|---|
| • Father Name | Mr. Rajveer Singh |
| • Date of Birth | 23 th July, 1989 |
| • Languages | English and Hindi |
| • Gender | Male. |
| • Marital Status | Married |
| • Nationality | Indian. |
| • Strength | Dedicated and Energetic, Quick learner, Can easily adapt to any work ambience, Friendly Attitude. |
| • Hobbies | Movies, Articles. |
| • Correspondence Address | Sun City, Hasanpur Disstt Amroha (U.P) |

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Signature:

