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**Gaurav Bhalla**

H.No. 108, Gokulam, Chembur  
Mumbai.

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**Career Summary**

- More than 5 years of experience in the field of HRM.
- Experienced in man power planning, recruitment, developing performance management system, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.
- Good communication and interpersonal skills.
- Well versed with People Soft.

**Key Skills**

- Developing the HR plans and policies in conjunction with the company's over all development plan.
- Overall responsibility of man power planning and recruitments.
- Developing the induction programmes for the new recruits.
- Working out the compensation plan and policies.
- Conducting researches to study the current compensation trends in the market.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Coordinating with finance department for processing of payments to employees.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.

- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.
- Developing various reports for management which make it easy to make decisions regarding the current resources.

#### **Achievements**

- Settled the HR department for “Accenture” company from scratch in 2009.
- Recruited 35 candidates through campus placements for “IFB Co.” in 2010.
- Implemented the 360 degree performance appraisal system for “P&G” company in 2010.

#### **Employers**

- Currently working as HR Manager for “Accenture Co.” since Mar-2009.
- Worked as Asst. Manager – HR for “Tech Mahindra ” from April- 2006 to Jan-2009

#### **Educational Qualifications**

- MBA – HR from Mumbai University in the year 2001.
- Diploma in Employee Welfare Management from Madurai University.

#### **Computer Knowledge**

- Well versed with MS Office, Windows 2000, XP.
- Working knowledge of PeopleSoft.

#### **Personal Details**

**Date of birth** : 15th March, 1990  
**Gender** : Male  
**Marital Status** : Single  
**Nationality** : Indian  
**Languages known** : English, Hindi, Tamil.

Date:

Place:

Signature