**Anurag Dubey**

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(M) 9893300415 & 9644468977

**PROFESSIONAL SNAPSHOT**

* A dynamic professional *with nearly* ***15 years of experience*** in Automobile Human Resource.
* Currently working with **M/s. Ocean Motors Pvt Ltd Bhopal (Nexa, True Value and Commercial) All Units as Group HR Head from 3rd May-2023.**
* Skilled in identifying & hiring through various sources, handling end - to - end recruitment cycle & maintain cordial relationship with employees.
* Skilled in handling work environment in the organization, and in initiating measures for the benefit of people in the organization.

**CORE COMPETENCIES**

**HR Development**

*Recruitment & Resourcing*

* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.

**Job Responsibilities:**

* Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors.
* Ensures legal compliance by monitoring and implementing applicable state requirements; conducting investigations; maintaining records; representing the organization at hearings.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Maintains human resource staff by recruiting, selecting, orienting, and training employees.
* Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
* Contributes to team effort by accomplishing related results as needed.

**Responsibilities:**

**HR Development**

 **Recruitments as all levels and spheres (operators as well as staff)**

* Preparing annual budgets for recruitment’s
* Planning manpower requirements.
* Develop Salary structure of employee.
* Salary negotiations.
* Coordinate with recruitment firms.
* Preparation of Offer Letters, salary Break-ups & Appointment Letters, Experience Letter, Relieving Letter, Increment Letter, Salary Certificate, Full & Final Settlements.
* Coordinating the entire joining formalities.
* Finalizing training calendar.
* Preparation of Manpower Reports
* Compiling & maintenance of Personnel records/files and employee database.
* Employee relations & staff welfare.
* Organize and coordinate various employee involvement initiatives like sports, Picnic, Annual Day, competitions, Festivals events etc.
* Exit management system.

 **Training & Development**

* Preparing Induction Program and conducting induction for new employees.
* Training for all levels of employees, both internal as well as external.
* Identifying training needs.
* Explaining the role, duties and responsibility to the new employee.
* Explaining the rules and regulation of the organization, leave policy, facilities etc to the new employees.

**Operations:**

* Playing a major role in the exit formalities like: full and final settlement, experience letter etc.
* Interfacing with the employees & ensuring early resolution of their issues.
* Handling the attendance related issues of the organization.

**Administration**

**Facility Management/ General Administration**

* Dealing with Courier Company’s.
* Manage Office, Computer & Printing stationeries from various parties.
* Demo & Company Vehicle file keeping/Insurance renewal/tax/fitness etc.
* Annual maintenance Contract like water cooler, photocopier etc.
* Uniforms for staff members.
* Mobile phone maintenance & records updating.

**Security Initiatives & Measures**

* Administering matters pertaining to Safety, Security, renovation, housekeeping, Canteen & other basic facilities as per the agreement / contract.
* Handling physical security of the premises & developing & administering company security programs to guard against theft and violence and recommending protection measures.
* Managing security related activities for safeguarding high-value assets of the organisation.

 **Personnel Management/ Employee Welfare**

* Processing Salary functions.
* Taking care of **PF, ESIC, and Leave Record**.
* Updating of Attendance on daily basis etc...

 **TOTAL WORK EXPERIENCE**

* + - **M/s. Patel Motors (Indore) Pvt. Ltd. as H.R. and ADMIN Executive** since from **July 2009 to Aug 2012.**
		- **M/s. My Car (Indore) Pvt. Ltd. as Sr.HR & ADMIN Executive** since from **Sep 2012 to Dec 2013.**
		- Then I got transfer to **M/s. My Car (Bhopal) Pvt. Ltd. On internal promotion bases as a Group HR Manager** since from **Jan 2014 to 14-July 2015**.
		- **M/s. Sai Chaya Auto link Pvt. Ltd. as Group HR Manager (JK Road, Koh-e-fiza and Hoshangabad) from 15 July 2015 to 29 July 2018.**
		- **M/s. Patel Motors (Indore) Pvt. Ltd. (Nexa, Eicher, Tafe & Samsung) All Units as HR Manager (Indore, Ratlam, Ujjain, Dewas, Khandwa, Neemuch, Mandsaur) from 01 Aug 2018 to 31 Aug 2020.**
		- **M/s. Sai Chhaya Auto link and R.M. Autolink Pvt. Ltd. (Ford & Honda 2-wheeler) All Units Aprox 04 Showroom and 04 Workshop as Group HR Head from 1st Sep-2020 to 30 Apr -2023.**

**Personal Profile:**

Name : Anurag Dubey

Father’s Name : Shri R.B. Dubey

DOB : 15th Apr 1984

Education : Master Degree in Sociology

Marital Status : Married

Permanent Address : Bhopal Naka, Sehore

Current Location : Bhopal

Preferred Location : Indore/Bhopal

Current Salary : INR 07.20Lac Per Annum

Expectation : Negotiable

DATE: -

PLACE: -

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