# Rakesh Kumar Gupta

# Rakesh is an experienced Marketing, Commercial & Human Resources level Executive with a Post Graduate Diploma in Business Management and possesses sufficient experience in area of Marketing as throughout the career have produced positive results for an organization and worked in a team to produce satisfactory results, worked as Profit Centre Head and managed organizational fund to expected contribution to the organization and have been successful in managing Personnel/Human resources thus is much matured in Delivering strategic and tactical operations to align people management with business goals and outcomes. Possess strong problem solving, excellent decision making/analysis skills, and balancing needs of organization and best practices.

# Core Competencies:

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| Executive Coaching | Team Building  | Customer Satisfaction |
| Sales & Marketing                    | Talent Management             | Budget Management |
| Performance Management        | Communications | Negotiation |
| Culture Management                  | Training Design & Facilitation | Continuous Improvement        |
| Employee Engagement  |  Statutory Compliance     | Payroll/Benefits Management   |
| Commercial   Operations          | Organizational Development     |    |

**Present Job Profile:**

* Manpower planning which includes evolving new organization structure and identification of vacancies from each department.
* Independently responsible for the entire recruitment process (using channels like job portal’s website, jobsites, employee referral scheme, placement agencies & social networking etc).
* Looking after & Set standards from New joining formalities till employee to be a part of company like Issuing Letter of Intent, Appointment letters, Induction to termination or relieving letter.
* Finalizing the salary offer of the selected candidates.
* Time office Management.

**Employee Management Relations*:***

***To establisha realistic,cordial,positive with clear-cut philosophy of Employees Management Relations inconsultation with Top Management which infact is conducive to good productivity and highefficiency.Also to take care the below assignment on regular basis for better management.***

**Performance Management:To arrange for Half yearly/Annual as well Self-Appraisal of the personnel and award promotions/up-gradations/increments as per the Organisational Policies and Management approval.Additionally to develop a promotions/increment policy based on periodic reviews of employees records and to give counseling to them&their subordinate staff.Thus for betterment of the organization the below assignment are taken care on regular basis:**

* Administration of the human resources policies, procedures and programs in the area of benefits, compensation, employee relations, training and development, performance management and organizational development.
* Responsible for closing on the KRA’s of all employees at the beginning of the financial year or within one week of joining of a new employee.
* Monitoring and measuring the performance of the Staff and finalizing the appraisal of the staff for annual increment.
* Taking up the staff annual increment matter with management for discussion & approval.

**Training and Development:-**

**To constantly strive for the growth of the employees and their subordinate staff by organizing training programme to update their job related knowledge and assist them to perform better.**

* Training & Development need identification and organize accordingly..
* Induction of new joining employees & make them aware with company business, policy & various process followed at site.

**Compensation & Benefit:-**

**To formulate scales for various categories /jobs keeping in mind minimum wages payable as per law,Allowances/Benefits/Perks/Incentives agreed upon during the course of interview..**

* Preparation of Monthly Wages/ Salary of around 562 employees.
* Finalizing Attendance and Leave Record.
* Processing, issuance of employee’s paychecks and statements of earnings /deductions etc.
* Salary deduction, addition, making overtime, hold, cash, and bank transfer, Preparation of full and final sheet of the leaving the organization.
* Organizing medical check-ups on quarterly of staff.
* Organizing camps on safety measures site-wise for the staff &Contractors Labours.
* Adopting various measures to ensure hygienic environment at all site in form arranging Toilets, laboratory, spraying of pesticides to prevent mosquito attack, providing safe drinking water with RO system for staff & labours.
* Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
* Doing Full & Final Settlement of employees leaving the organisation.

**Summary:**

* Established professional with a demonstrated track record in Human Resources Management & Marketing.
* Produced positive result for the organization in marketing.
* Track record reflects sound exposure in Marketing, HR & Commercial.
* A result oriented performer acknowledge by most of the management in a career of 30 years plus.
* Led successful initiatives in developing and leading critical practices and procedures for companies across a wide spectrum of industries (Manufacturing, Construction, Franchisee Concept Corporates)
* Manage processes, procedures, metrics and milestones to ensure that human resource/Marketing operations met goals, budgets and expected levels of service excellence.
* Leader with success in creating environments where employees are results-oriented, supporters of continuous improvement and take ownership for themselves.
* Apart from successful marketing career,manage daily operation of human resources department including employee relations, training, benefits administration, policy administration, and recruiting for sites of up to 562 employees.
* A creative thinker, problems solver and decision maker who effectively balanced the needs of the organization with team support,strong communication, interpersonal relations, mentoring, negotiation and organizational skills achieved desired results for the organization.

**Software Skills**

* Microsoft Office & Excel Suite, Internet
* Working on ERP HR module for the past 20 months.

**Other Details:**

 **I EDUCATIONAL QUALIFICATION (S)**

a) B.COM. LUCKNOW UNIVERSITY IIND Div.

b) M.COM. KANPUR UNIVERSITY IIND Div.

c) L.L.B. LUCKNOW UNIVERSITY IIND Div.

**II. PROFESSIONAL QUALIFICATION**

a) Have completed oral coaching of ICWA up to Intermediate from Lucknow Chapter of Cost Accountancy.

b) Have done basic stage diploma in Computer Management, Ahmedabad.

**III. PROFESSIONAL CAREER**

a) Had worked with **M/s Eicher Tractors India Ltd. (Eicher Group)** at regional office, Lucknow from 01.08.80 to 25.03.85 in a capacity of Junior Commercial Officer and was looking after Stores/depot operations, personnel functions such as employees record, ESI, organizing training & development program etc.

Later on, based on the capability was asked to take up the assignment of group company **M/s Eicher Motor Ltd., Indore** which was on the preliminary stage of set-up from 26.03.85 to 22.12.85 and was looking after consumerable stores, transportations, custom clearance, assisting materials manager in vendor development etc

b) Worked with **M/s Utility Engineers (India) Ltd. Dharuhera Distt Mohindergarh** (Haryana) in a middle management cadre and was looking after stores operation, vendor development, excise etc. in accordance with Vice-President Directions.

c) Worked with **M/s Elgi Tyre & Tread Ltd. (Elgi Group of Company)** from 08.06.86 to 30.08.90 in a capacity of District Manager and was looking after marketing operations for entire Uttar Pradesh part of Bihar and Nepal based at Lucknow.

d) Worked with **M/s STP Ltd. (Times of India Group of Company)** from 01.09.90 to 14.04.96 in a capacity of Regional Manager and was looking after marketing operations for entire Uttar Pradesh and Nepal.

(e) From **16.04.96 to 6/05/98 & 01/03/99 to 31/12/2003** worked with **M/s EASTERN Treads Ltd.(Eastern Group of Companies)** in a capacity of General Manager-Marketing/HRD and was looking after all India operation based at Ernakulum (Kerala)/Lucknow later on.

(f) Worked with **M/s Shashi Cables Ltd.,** Lucknow in a capacity of Chief Manager Co-ordination from 02.05.2006 to 31.07.2008 and was looking after Export as well as all India Marketing/Commercial operations based at Lucknow.

(g) Based on the past performance got an opportunity to work for the second time with **M/s STP Ltd, Lucknow** in a capacity of Assistant General Manager from 14/03/2010 to 17/02/2012 and was looking after Dealer Operations, Institutional Sales and Projects sales of Eastern UP based at Lucknow but since they wanted me to take care of the assignment based at New Delhi and hence resigned.

h) Worked with **M/s. Shalimar Corp Limited,** Lucknow from February 20,2012 to October 10,2015 and was looking after Human Resources Operations in a capacity of Head - HR Job profile includes Payroll management on ERP, Recruitment, Training & Development, Monitoring the performance based on the job profile, Department-Wise Manpower Requirement, Resolving problem of 562 staffs job responsibilities also includes PF/ESIC/GRATUITY/MEDICLAIM etc. of the staff.

i) Worked with **Ms. Encardio-rite Pvt. Ltd** as Head HR from October 26,2015 to January 03,2019 and was looking after Human Resources Operations .Job profile included Payroll management on HRMS, Performance Management System, Recruitment, Training & Development, Monitoring the performance based on the job profile, Department-Wise Manpower Requirement, Resolving problem of 319 staffs, job responsibilities also includes PF/ESIC/GRATUITY/MEDICLAIM etc. of the staff.

k) Worked with M/s.Pousny Food and Beverages Pvt. Ltd as General Manager –Operations from March 01,2020 till August 31,2020 and developed SOP of the various departments. Left the organization owing to their unprofessional approach.

**IV ACHIEVEMENTS**

1. Worked with **M/s Eicher Tractor (India) Ltd.** and was appreciated for managing operations and organizing training & development sessions.
2. With **M/s Elgi Tyre & Tread Ltd.** made sincere efforts to grow the business in the state of Uttar Pradesh and Nepal from Zero level of turnover to a level of five cores per annum in a span of 2 years and was appreciated by Mr. L.G. Vardarajan CMD several times for satisfactory performance.
3. With **STP Limited** was declared as the best Manager by the Managing Director Mr. Atma Ram Saroagi in all India Executives Conference held at Bombay in 1992, later on was twice declared as the best performer in the Northern region for the financial year 1993-94 and 1994-95.
4. With **M/s.Eastern Treads Ltd.** Had contributed in developing almost all the departments apart from the Marketing /HRD department to grow the business of the company initially by way of product study and market research developed various range of product acceptable to the market, codified the product range which became easier for the end consumer for placing an order.Further,opened 12 Branches all over India in the potential states, selected hard working individuals and trained them for achieving the assigned tasks, developed branch accounting system, management information systems, developed effective HRD system by way of making individual feel that they are family members and to make them feel their sense of responsibility & accountability for the objectives also developed modernized appraisal system and above all brought the product awareness on All India Basis in a short span of time by way of direct interaction with the end consumer with the result company is consistently growing every financial year.

e) With **M/s. Shashi Cables Ltd** Lucknow contributed effectively in Export development apart from generating business from leading EPC such as L&T Ltd,RPG Ltd,Kalaptaru Ltd, Essar Power Ltd,Reliance Energy Ltd,Adani Power Ltd,IRVCL Infrastructure Ltd,Tata Projects Ltd, etc

 f)With **Shalimar Corp Ltd** have successfully streamlined the Human Resources/Personnel & Administration operations entire to the satisfaction of the management.

 g)With **Encardio-rite Electronics** have successfully implemented Performance

 Management System by setting JDs, KRAs & KPIs of each staff and through sports &

 welfare activities brought employees closed rather developed amicable relationship

 among them.

**PERSONAL RESUME**

a) NAME GUPTA RAKESH KUMAR

b) FATHER’S NAME & OCCUPATION Late SH. JAI NARAYAN GUPTA

c) DATE OF BIRTH 11TH AUG. 1956

d) PERMANENT & PRESENT ADDRESS 50/3, JAI NARAYAN ROAD,

 HUSSAIN GANJ, LUCKNOW-226 001 Mob.No.9415189050

**OTHER INFORMATION**

Believe in hard & sincere efforts and capable of producing positive results in accordance to the objective of the organization maximum concern for people.

**Rakesh Kumar Gupta**