

Gaurav Srivastava

HR Executive and Generalist

Mumbai, India

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Profile Summary

Dynamic HR professional with over 4.7 years of experience in human resources management across industries including textile, finance, automation, and services. Skilled in talent acquisition, employee relations, HR operations, and regulatory compliance. Demonstrates a proven track record in optimizing HR processes, enhancing employee engagement, and implementing HR strategies aligned with organizational goals.

Core Competencies

- Talent Acquisition & Full-Cycle Recruitment
 - Offer Letter ,Appointment letter,
 - Induction, Orientation & On boarding Programs
 - Training & Development Initiatives
 - Compensation & Benefits Administration
 - Statutory Compliance (PF, ESIC, Professional Tax Etc.)
 - Performance Management & Annual Appraisal Systems
 - KRA & KPI Monitoring
 - Exit Formalities & Exit Interviews
 - General Administrative Operations
 - Employee Relations & Conflict Resolution
 - Employee & Worker Welfare Programs
 - Employee Grievance Handling & Vendor/Facility Management
 - Absenteeism Monitoring & Attendance Management
 - Growth Planning & Career Development
 - Increment Systems
 - HRIS & Data Analytics for Decision-Making
 - Policy Development & Documentation Compliance
 - Risk & Compliance Management
 - HR Initiatives
 - Change Management & Organizational Development
 - Project Management & Execution
 - Negotiation, Mediation & Coaching
 - Budgeting & Cost Efficiency
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Professional Experience

HR Manager

Premco Global Ltd — *Mumbai, India*

October 2024 – Present

Reporting to COO

- Spearheaded full-cycle recruitment, on boarding, and training initiatives.
- Managed payroll, compensation, benefits, and statutory compliance.
- Overhauled performance management through KRA/KPI assessments.
- Implemented employee welfare programs and streamlined administrative functions.
- **Achievement:** Reduced recruitment costs by 20% through optimized sourcing and screening processes.

HR Executive & Generalist

Cholamandalam Finance — *Varanasi, India*

January 2024 – July 2024

Reporting to Zonal HR Head (RHR)

- Conducted exit interviews and developed retention strategies based on insights.
- Generated HR reports supporting decision-making and compliance.
- Oversaw employee records ensuring policy adherence.
- **Achievement:** Implemented feedback system post-exit interviews, reducing turnover by 15%.

HR Executive & Generalist

IndusInd Marketing Financial Services Pvt Ltd — *Lucknow, India*

September 2022 – April 2023

Reporting to Regional HR Head (RHR)

- Streamlined on boarding processes improving record management accuracy.
- Coordinated recruitment efforts reducing time-to-hire.
- Enhanced data accuracy within HRIS for streamlined operations.
- **Achievement:** Improved efficiency by 30% in telephonic interviews; reduced on boarding time by 25%.

HR Assistant

VG Automation and Controls — *Hyderabad, India*

September 2017 – June 2020

Reporting to Senior Manager

- Supported daily HR operations including recruitment and employee queries.
- Managed HRIS and filing systems ensuring documentation compliance.
- Assisted with on boarding and employee engagement initiatives.

Education

- **MBA in HR/Industrial Relations**
ICCMRT, Lucknow, 2017 | Grade: 64%
 - **B.Tech in Computer Engineering**
BMIT, Jaipur, 2013 | Grade: 66%
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Languages

- English (Fluent)
 - Hindi (Fluent)
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Additional Skills

Communication

- Email Writing, Negotiation, Public Speaking, Verbal Communication

Leadership

- Delegation, Feedback, Conflict Resolution, Organization, Motivation, Mentorship

Problem-Solving

- Analytical Thinking, Critical Thinking, Creative Solutions

Adaptability

- Fast Learner, Coping with Stress, Positive Outlook

Employee Support

- Employee Assistance, Problem Solving, Time Management, Patience
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Hobbies

- Playing Chess
- Singing