

# Shobhit Raman

Human Resource Professional

## Contact

### Address

New Delhi 110019

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## Skills

Talent Acquisition

Employee Onboarding

Compensation and Benefits

Training and Development

Employee Separation

Employee Engagement

Grievance Handling

HR Audit

HR Compliances

HRMS/ HRIS

## Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/shobhit-raman-642789197>

Human Resource Professional with 4 years of experience specializing in employee relations, talent acquisition, and performance management. Proven success in improving company culture and reducing time-to-hire through strategic HR initiatives. Skilled in employee relations, policy development, and ensuring HR compliances. Adept at leveraging HRIS technology to streamline workflows and improve employee engagement.

## Work History

2025-09 -

Current

### Executive - Human Resource

*National Institute For Smart Government , New Delhi*

- Recruitment & Selection – Coordinate hiring processes including drafting job descriptions, liaising with hiring agencies, scheduling and conducting interviews, and onboarding of selected candidates.
- Induction & Training – Conduct structured induction programs for new employees and facilitate internal HR trainings, team-building activities, and capacity-building initiatives to promote a motivated workforce.
- Employee Grievance Redressal – Assist in employee grievance redressal and welfare through a well-established support and escalation mechanism.
- Performance Appraisal & Quality Monitoring – Assist in implementation of performance appraisal system and monitoring productivity and quality of human resources with support from various Centres and Schools at IIIDEM.
- SOP Development & Implementation – Assist in institutionalizing Standard Operating Procedures (SOPs) for key HR and administrative processes

2025-03 -

2025-09

### Executive - Human Resource

*Pushpawati Singhanian Hospital and Research Institute (Promoted by JK Group), New Delhi*

- Talent Acquisition, Sourcing and Scheduling of Interviews
- New joining formalities for employees
- New joining formalities for doctors
- Credentialing & Privileging

- File maintenance for doctors
- Employee Personnel Files management.
- Antecedent verification
- Implementation of Performance Management System
- Employee Retention
- Skill Matrix - matching the desired skills
- HR Portal - Website updating
- Attendance Management
- Maintains all shift changes and updates the duty roster
- TNA - Training Needs Analysis
- TNI - Training Needs Identification
- Planning and scheduling training
- Testing and interviewing program
- Training feedback and feedback analysis
- Study the effectiveness of training program
- Education and training for doctors & employees
- Prioritizing training as per functional departments
- Inter Departmental Transfer Training - provide OJT
- Continually educate employees on company policies
- Training Resources planning, arranging and follow-up
- Following training arrangements till the programme end
- Induction & Coordination for Training with New joiners
- Additional Orientation and overview of Training process
- Maintaining attendance and records for each training session
- Maintain and ensure employee handbook is up to date.
- Counselling the resignation of tendered employees
- Preparation of Attrition report on periodical basis
- Conducting exit interview and collecting employee feedback.
- Maintain the following documents as per NABH
- Employee Files | | HR Dept Sop | | Training Dept Sop | | Job Description | | Job Specification | | Induction & Employee Orientation Documents | |

2023-04 -  
2025-03

## **Manager - Human Resource and Administration**

*Katalyst Entertainment Private Limited, New Delhi*

- Managing recruitment processes, including resume screening, scheduling interviews, and conducting background checks.
- Maintaining employee records and updating HR databases.
- Manage payroll and employee benefits programs, for smoother processing and compliance.
- Conducting performance evaluations and providing feedback to employees.
- Addressing employee relations issues and resolving conflicts.
- Preparing and presenting HR-related reports to management.
- Managing employee separation processes.
- Oversee daily operations of the HR department.
- Maintain a comprehensive database for employee records.
- Keep daily attendance records up-to-date. Update individual employee files.
- Handle exit documentations and final settlements for departing staff.
- Design and execute employee engagement initiatives. Revise and maintain HR policies. Organize meetings to resolve employee issues.
- Administer all HR related documentation and keep records current.
- Prepare and update job descriptions and Key Result Areas (KRAs).
- Compile Management Information System (MIS) reports.
- Produce quarterly HR metrics and analytics reports.
- Develop quarterly competency mapping reports for all employees. Supervise employee training and development programs
- Manage monthly payroll processes, ensuring prompt salary disbursement

- Ensure compliance with statutory obligations (PF, ESI, TDS, gratuity, etc.). Coordinate with banks for employee salary account setups.
- Handle exit documentations and final settlements for departing staff.
- Implement HR Management System (HRMS) software.
- Design and execute employee engagement initiatives. Revise and maintain HR policies. Organize meetings to resolve employee issues.
- Perform internal salary audits monthly.
- Update job descriptions and Key Result Areas (KRAs). Oversee general office maintenance and housekeeping.
- Manage facilities including cafeteria, reception, and common areas.
- Review and renew Annual Maintenance Contracts (AMCs) and manage vendor relations.
- Compile Management Information System (MIS) reports.
- Produce quarterly HR metrics and analytics reports.

2022-02 -  
2023-04

### **Trainee / Officer - Human Resource**

*UAL Industries limited, Kolkata*

- Maintain a comprehensive database for employee records.
- Keep daily attendance records up-to-date. Update individual employee files.
- Managing recruitment processes, including resume screening, scheduling interviews, and conducting background checks.
- Maintaining employee records and updating HR databases.
- Conducting performance evaluations and providing feedback to employees.
- Addressing employee relations issues and resolving conflicts.
- Preparing and presenting HR-related reports to management.
- Managing employee separation processes.
- Oversee daily operations of the HR department.

- Maintain a comprehensive database for employee records.
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## Education

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### **Multi - Modal Transport (Containerisation) And Logistics Management**

*Institute of Rail Transport - New Delhi*

### **Post Graduate Program in Training Learning and Development**

*Indian Society For Training and Development*

2021-08

### **MBA: Human Resource Development**

*Department of Business Management, University of Calcutta - Kolkata*

2018-06

### **BBM: Human Resource Management**

*New Delhi Institution of Management - New Delhi*

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## Certifications

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2023-10	Certified Competency Mapping and Assessment Professional Program
2024-01	Certified Compensation and Benefit Professional Program
2024-04	Certified HR Metrics and Analytics Professional Program