

**TASHI RABTEN**

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USA

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- HR and Administration Professional with 10 years of work experience in manufacturing, services and process Industries in India
  - As a Sushi Chef with three years well experience in a Japanese Restaurant and in Genji Store
  - Strong Base in 'Counseling & Monitoring' coupled with marketing experience
  - Possesses high level 'WITH STANDING' Capabilities
  - A Trainer by experience
  - Excellent PR Building Skills
  - Excellent leadership Quality
  - Excellent at writing, reading and communication in English
  - Having a advance computer knowledge specially Microsoft Office, Microsoft Office Excel

**KNOWLEDGE AREAS AS PROFEESIONAL HR**

- Man Power Planning and Budgeting
- Recruitment & Selection
- Labor & Social Security Legislation
- Statutory obligations
- Salary Administration (Incl. Productivity based incentive schemes)
- Training & Development
- General Administration
- Marketing and developing

**KNOWLEDGE AREAS AS PROFEESIONAL SUSHI CHEF**

1. Checking the production list with Chef and prepare menu items according to standards, following proper dating and labelling procedures, utilize approved food production standards to ensure proper quality, serving temperatures and standard portion control.
2. Serve customers in an efficient and friendly manner; resolve customer concerns. Prepared popular contemporary Japanese dishes as well.
3. Ordering sushi materials and checking the store and reporting to the boss
4. Preparing raw and cooked sushi items making best use of seasonal sea foods and vegetables, prepping all fishes, ordering and inventory management
5. Maintaining a safe food environment, preparing for big parties, and providing great customer service at **SUGATA JAPANESE RESTAURANT located at 1105 SOLANO AVENUE, ALBANY, CA 94706**
6. At Genji Mill Valley preparing day to day sushi and others and serving for the customer with best of my ability and care
7. Receiving all the delivery items and checking the stock and reporting to the manager
8. And learning new sushi and presenting it to the customer with well explanation with sample
9. Achieved 100% marks at number of times from the secret shoppers
10. Making sushi is my passion and have great interest

## **PROFESSIONAL EXPERIENCE**

Previous Company	M/s Charoen Pokphand (India) Private Limited, a Thailand based MNC Pune District, Maharashtra State
Designation	Manager – HR & Administration
Reporting to	Vice President –HR & Administration at Head Office, Chennai
Period	15 <sup>th</sup> May, 2004 till 12 <sup>th</sup> December, 2010
Responsible for	<p>Manpower planning and budgeting, Recruitment and Selection, Training and development, Time Office Administration, Discipline Industrial Hygiene &amp; Occupational Health, Welfare, Preparation and submission of statutory returns in time Transport Foreign Employee services public relations liaisoning with Factories department, Provident fund Organization, Labor Department, Revenue department, District Employment Exchange, A.P. Pollution Control board. Coordinates for obtaining Licenses and NOCs from different government authorities Working with this organization from the project stage, Major statutory And non-statutory activities have been handled:</p> <ul style="list-style-type: none"><li>• Handle Mass Recruitment, which include hiring from campuses.</li><li>• Several Statutory licenses and registration have been handled viz. Factories License, Provident Fund Coverage, CFE &amp; CFO from APPCB, Boiler Operation Registration ,NOC for HSD &amp; Furnace oil storage tanks for department of explosives, coverage of Medi-claim, personal accident and insurance policy under workmen compensation act for staff etc.</li><li>• Instrumental in Drafting of standing orders as required under industrial employment standing orders Act 1946 and submitted to the deputy Commissioner of Labor for certification</li><li>• Established Computerized Pay roll processing system.</li><li>• Associated in designing of various HR Policies and system</li><li>• Developed comprehensive checklist for statutory Compliance.</li><li>• Introduced Cultural activities in the first year.</li><li>• Constituted Safety Committee in the factory</li><li>• Prepared and put into implementation the Annual HR Master Plan.</li><li>• Prepared Training calendar and put into implementation.</li><li>• Developed Sound Public Relations.</li><li>• Handling Community Development Activities.</li></ul>
Transfer To:	M/s C.P. Aquaculture (India) Private Limited, a Thailand based MNC Red Hills, Industrial Zone, and Chennai
Designation	Manager – HR & Administration
Period	8 <sup>th</sup> January 2010 to 9 <sup>th</sup> January 2014
Responsible for	<p>Recruitment Workman, Manpower planning, Time Office Administration, Discipline, Workman Training, Manpower planning and budgeting, Industrial Hygiene &amp; Occupational Health, Preparation and submission of statutory returns in time, Transit House, Transport Foreign Employee Services ,Public Relation, Conducting Domestic Enquiries and Participation in Conciliation Meeting, Liaisoning with Factories department, Employee State Insurance Corporation, Labor department and District employment Exchange</p> <p>Statutory Compliance, Time office &amp; Pay roll Management, Contract Labor Management, Canteen Administration, Discipline, Liaisoning,</p>

## **KEY ACHIEVEMENT**

M/s Charoen Pokphand (India) Private Limited, a Thailand based MNC

- Actively participated in evolution of an 'Incentive Scheme' for the first in company's history, which is under successful implementation
- Instrumental in Drafting of Standing Orders, as required under industrial employment standing Orders Act, 1946 of India
- Introduced Performance Appraisals
- Played active role in handling a 30-day highly charged workmen strike by way of representing the company in conciliation proceedings outcome of which was in favor of the company
- Post-Strike General Awareness Sessions on Employer – Employee Relation and Right & Obligation of Workman and Employer' were introduced which have been greatly resulted in terms of building employee morale and loyalty toward the company
- Introduced Cultural Programs, Fun Competition, Sports Event for both gender employee
- Established Computerized Pay Roll Processing System
- Awareness Sessions on ISO -9000 are being taken up for workmen

### **C.P. GROUPS (INDIA) PVT. LTD –MULTI NATIONAL COMPANY**

C.P. Groups is a Thailand based Multinational company, CP Group has got strong leadership in prawn&fish feed manufacturing, telecommunications, Logistics and retailing, Automotive industrial products and finance business, seeds, fertilizer and plant protection businesses etc  
For details please visit [www.cpgroups.cn](http://www.cpgroups.cn); [www.cpthailand.com](http://www.cpthailand.com)

## **EDUCATIONAL QUALIFICATION**

- B.Com. (Specialize in HRD)
- M.Sc HR Psychology Specialize in Management
- Received HR Training at Bangkok, Thailand at CP Group Company
- Received further Training in HR at Netherlands, Amsterdam, Europe

## **PERSONAL DETAILS**

- Date of Birth : 01 January 1978
- Marital Status : Married
- Presently working at : Genji, Mill Valley Store, CA

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Signature  
(Tashi Rabten)

## **REFERENCE**

1. *Mr. Chaiyaporn Monta -- President of Charoen Pokphand (India) Private Limited, India*  
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2. *Mr. Eric Wiesenfeld ----- Regional Operation Manger –Genji West Coast*  
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