Rajnish Gautam  
Email ID- [\*\*\*\*\*@gmail.com](mailto:*****@gmail.com)   
Contact No. +91-\*\*\*\*\*\*\*\*

**Career Objective-**

Seeking an important and challenging role in an organization where i can attract with the new people and show my abilities.

**Career Summary-**

- An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 2 year hand on experience.   
- Extensive experience and consummate achievements building multiple best-in class organizations.  
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.  
- Pivotal contributor to senior operating and leadership executives, providing leadership for multiple acquisitions,  from due diligence to conversion.  
- Expert in taking the order from the seniors and giving the valuable suggesstions.

**Personality traits-**

- Innovative thinker and excellent leadership qualities.  
- Excellent in influencing the people.  
- Efficient in communicating well in written and verbal both.  
- Able to motivate and negotiate the people.

**Key Responsibilities handled-**

- Assist the HR manager in planning of Organizational recruitment.  
- Take the interview of the recruiters.  
- Make the joining documents of recruiters.  
- Convey the Policies and rules to the employees.  
- Maintain the records of employees.  
- Track the daily attendance of the employees.  
- Present the employees performance report in front of HR manager.

Computer knowledge-

- Expert in basic use of computer  
- Internet savvy

Achievements-

- Retain percentage in asd Organization has been increased 6%.  
- Cutdown the budget by proper relocating of employees.  
- Won 'Best Employee' award in 2011.

Employer-

- Working as HR executive in ASD company from 2010- present.

Acadmia-

- MBA in HR.  
- BBA

Personal Details-

Languages Known- Hindi, English  
Address- NSKNKSNK

2. Sample resume for HR executive - Posted by Sonali Taste

NSH  
Sji\_89@ymail.com  
91 984\*\*\*\*\*\*\*

Objective:

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management whilst contributing to the development of the organisation.

SKILLS PROFILE:

-MBA in Human Resources Management with 3 years professional experience in Human Resources and Admin Department.  
-Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations  
-Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

CORE COMPETENCIES:

-Aggressive  
-Detail conscious  
-Good leadership skills  
-Effective communication skills  
-Ability to maintain inter-personal relations.  
-Exquisite organizational & management skills.  
-Confident  
-Flexible in work.  
-Honest.

EXPERIENCE:

Working as a HR Executive at NSK Systems Ltd.  
(Aug 2010- till date)

Job Responsibilities :

1. Recruitment  
-Coordination with Technical panel and understanding their requirements, defining job positions.   
-Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.   
-Short listing the resumes based on desired skills and experience.   
-Advertising vacancies, screening and short listing resumes.  
-Conducting telephone and Personal interviews in coordination with departmental heads.   
-Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.   
  
2. Training & Development:  
-Scheduling and arranging training while coordinating with external trainers and training programs.  
-Identification of training needs and nominating candidates for training.   
-Encouraging participation of employees in various organizational events.   
-Issuing training certificates after completion of the training.   
  
3. HR Administration:  
-Preparing Final settlements, Gratuity, leave salary and all employee benefits.  
-Compilation & processing of attendance data in attendance system.  
-Processing monthly attendance muster for workers, trainees & officers.  
-Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.   
-Designed Policies and Various HR Forms and Induction Program.   
-Tracking attendance, maintaining leave records, PF records, issue letters, etc.  
-Preparation of full and final settlement generation of Experience Letters, Relieving Letters.   
-Keeping track of Confirmation, Appraisals, and Increments of employees.  
-Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, reliving letter, etc.

Employee Engagement

-Celebrations - Diwali, Ganpati Festival, and other company events   
-Effectively managing welfare measures, management - employee get together, picnics & parties.  
-Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.  
  
Worked as a HR-Management Trainee at DJK Co. Ltd.  
(June 2009-July 2010)  
Job Responsibilities :   
1. Recruitment  
-Resourcing, screening and short listing resumes through various job portals.  
-Short listing the resumes based on the job requirement.   
-Conducting telephone and Personal interviews with the HR Manager & Department heads.   
-Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.   
  
2. Training & Development:  
-Identification of training needs and nominating candidates for training.   
-Coordinating with the External Trainers regarding the Training schedule.  
-Scheduling the Training Program & collecting the Feedback.   
-Issuing training certificates after completion of the training.   
-Evaluation of the employees post training program.  
  
3. HR Administration:  
-Maintaining employee’s personal files and records.   
-Designed Policies and Various HR Forms and Induction Program.   
-Tracking attendance, maintaining leave records, PF records, issue letters, etc.  
-Preparation of full and final settlement.  
-Generation of Experience Letters, Relieving Letters.   
-Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

EDUCATIONAL CREDENTIALS:

-Master of Business Administration with HR specialization with First Class.  
-Bachelor of Business Administration with First Class.  
-HSC (Commerce) from State Board with Second Class.  
-SSC from State Board with First Class.  
-Diploma in Labour laws from DJD University with ‘B’ grade.

PROJECTS:

Title: Recruitment Policy in the Foundry industry.  
Company: SNJ Pvt. Ltd.  
  
Title: Performance Appraisal Process.  
Company: NDK Co.

Computer Skill:

-Knowledge of MS Word , Ms Power Point , Ms Excel.  
-Tally ERP 9.0  
-Internet

AWARDS & ACHIEVEMENTS:

-Won the Best Idea Initiative award for the Birthday celebration policy.  
-Won the Best Cadet award in the NCC camp held at National Level.  
-Participation in various cultural activities at school & college level.  
-Participation in the Youth Festival held at NSJ College.  
-Member of NGO.

PERSONAL DETAILS

Date of Birth:30th June19\*\*  
Languages known:English, Hindi, Marathi.  
Address:38,George Street, KSM.