



## Mayank Jaiswal

**Current Address:** Greater Kailash Colony, Kargaina, Bareilly, U.P.

**Permanent Address:** S-7, R.B. Colony Iffco Township, Aonla Bareilly, U.P.

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### PROFILE

- Hard-Working And Experienced Human Resources Manager With A Practical Understanding And Expertise Of The Industry Capable Of Performing Any H.R. Related Tasks At The Highest Level.
- The Employee Of The Month Award Winner With Extensive Communication Skills And Ability To Work Well Under Pressure.

### WORK EXPERIENCE

- **Organization:** IFFCO Ltd. Aonla (Bareilly)
- **Designation:** HR Executive
- **Period :** July 2013 to July 2021 (8 Years Of Job Experience)
- **Work:** Recruitment, Selection, Training & Development, Payroll

### ACTIVITIES

- Acted A Class Representative For 3 Year During Graduation Only (KCMT).
- Participated In Various Cultural Programs In Schools And College During Graduation (KCMT).
- Participated In Cricket Matches During Graduation (ICCMRT).
- Member Of Sports Committee During Post-Graduation (ICCMRT).

### REFERENCE

**Name :** Mr. Ritesh Agarwal  
**Designation :** Professor (H.O.D.)  
K.C.M.T. (Bareilly)  
**Contact No. :** 9837168005

### EDUCATION

- Pursuing Post-Graduation (MBA) From ICCMRT.
- Graduation (BBA) From K.C.M.T. Bareilly In Year 2013 With 75 %.
- Intermediate From C.B.S.E. In Year 2010 With 65 %.
- High School From C.B.S.E. In Year 2008 With 60 %.

### ACHIEVEMENTS

- Secured First Position In Class During Graduation (2<sup>nd</sup> Year) And Got Cash Prize (KCMT).
- Discipline Committee In-Charge During Graduation. For Three Years (KCMT).
- Declared Man Of The Series And Got Medal And Trophy During Post-Graduation (ICCMRT).

### SKILLS

#### ➤ CREATIVITY AND INNOVATION

- Youtuber
- Blogger

#### ➤ LANGUAGE SKILLS

- English
- Hindi

#### ➤ COMPUTER SKILLS

- Microsoft Office 2022
- Windows 7/8/10

#### ➤ INTERPERSONAL/ LIFE SKILLS

- Communication / Leadership
- Skills
- Multi-Tasking
- Ability To Work Under Pressure
- Detail-Oriented



## EXECUTIVE SUMMARY

- A Performance Driven Human Resources Management Professional With Over 8 Years Of Experience In Strategic: Human Resources Management, Employee Engagements, Change Management And Organization Development.
- A Strategic Leader With Proven Expertise In Conceptualizing Innovative OD (Organizational Development) Policies And Procedures By Devising And Implementing The Change In The HR Strategy Complying With The Organization's Vision And Objectives.
- Proficient In Delivering Business Value And Operational Efficiency Through Design & Implementation Of People Management Practices And Cost Effective Business Models..



## PROFESSIONAL EXPERIENCE

### Recruiting/Sourcing/Selection Process

- Analyzed existing recruiting/sourcing/selection processes and developed more efficient processes to improve quality of candidate selection and produce retention results that improve business efficiencies and recruiting costs.
- Designed and implemented recruitment planning programs intended on hiring the best candidates to prevent employee turnover, resulting in managing hiring costs and reducing resource efforts.

### Leadership & Management/ Organizational Development

- Involved in planning organizational business strategies and implementing change management, including organization restructuring and company-wide reduction initiatives.
- Analyzed, developed and implemented improved HR strategies and process improvements.

### Training & Development

- Delivered high-impact presentations to students at numerous colleges and universities across the nation.
- Developed and implemented training materials and educated management and business line leaders on legal compliance issues and employment best practices.

### Payroll

- Maintains payroll processing system and records by gathering, calculating, and inputting data.
- Computes employee take-home pay based on time records, benefits, and taxes. Answers staff questions about wages, deductions, attendance, and time records. Receives and coordinates requests for leave and other absences.



## KEY SKILLS ASSESSMENT

- Strategic HR Planning
- Employee Engagement
- Performance Management
- Resource Forecasting
- QEMS (Quantitative Economics Management Studies)
- Organization Development
- Employee Relations
- Recruitment & Selection
- Project Management
- Culture Building
- Change Management
- Training & Development
- Budgeting / MIS(Management Information System)
- Policies & Procedures Development
- Manpower Modeling



## CORE STRENGTHS

- Leadership Coaching & Counseling
- Employee Training And Development
- Talent Acquisition & Retention
- HRM5 Administration & Report Generation
- Budget Management & Forecasting
- Employee Grievance & Conflict Proceedings
- Change Management Design & Implementation
- Mediation & Problem Solving
- Labor Law & Regulation Compliance
- Project Management
- Lean Practitioner Strategies
- Business Process Improvements
- High-Impact Presentations & Public Speaking
- Proficient In Microsoft Office Suite



## DIGITAL MARKETING SKILLS

1. SEM (Search Engine Marketing)
2. SEO (Search Engine Optimization)
3. Content Marketing
4. Affiliate Marketing
5. E-Mail Marketing
6. Influencer Marketing
7. Social Media Marketing(Whatsapp, Facebook, Instagram, Twitter, Linkedin, Youtube)
8. Blog Marketing (Blog Page Creator)
9. Web Developer
10. Wordpress
11. Mailchimp
12. EDI (Electronic Data Interchange)
13. EPS (Electronic Payment System)
14. Google Adword (Display Ads and Display Ads)
15. Marketing & Google Analytics
16. Data Science (Artificial Intelligence, Machine Learning, Deep Learning)
17. Quora Marketing
18. Freelancing
19. Copywriting
20. Market Research
21. App Marketing
22. Pay-Per-Click
23. Domain And Web Hosting
24. Paid Advertising
25. Inbound & Outbound Marketing
26. Viral Marketing
27. Mobile Phone Advertising
28. Digital Marketing Strategies & ROI
29. ESLC (E-Commerce Sales Life Cycle)
30. PR (Public Relation)

## STRENGTHS

- Excellent Time Management Skills.
- Ability To Take Up New Challenges.
- Positive Thinker
- Hard Working
- Result Oriented
- Keen Learner
- Good Listener
- Can Easily Interact With New People.
- Patience.
- Leadership Quality

## PERSONAL DETAILS

- Name : Mayank Jaiswal
- Father's Name : Mr. R.B. Jaiswal
- Mother's Name : Mrs Sunita Jaiswal
- Nationality : Indian
- Date of Birth : 27<sup>th</sup>, March, 1993

## DECLARATION

I Hereby Declare That The Information Furnished By Me Is True To The Best Of My Knowledge.

Date :

Place:

## HOBBIES

- Playing Cricket And Volleyball.
- Listening To Music
- Travelling
- Net Surfing.
- Novels
- Movies
- Learning New Things
- Watching Motivational Speeches and videos
- Foodie

## PROJECTS UNDERTAKEN

- Project Name :- Comparative Analysis on Vishal Mega Mart and Big Bazar
- Duration :- BBA- 3<sup>rd</sup> Sem. (2013)
- Guide :- Ravi Verma ( K.C.M.T.)
- Project Name :- Mini Project Report on Online Education
- Duration :- MBA- 1<sup>st</sup> Sem. (2021)
- Guide :- Richa Maurya (I.C.C.M.R.T)
- Project Name :- Impact of Artificial Intelligence on Automobile Industry
- Duration :- MBA- 2<sup>nd</sup> Sem. (2021)
- Guide :- Kirti Verma (I.C.C.M.R.T)

(Mayank Jaiswal)