

Akash Parvat

Decision-making | Social Responsibility | Flexible | Multitasking

18/19 Gokul Nagar, Sarojini Nagar
Near Kanpur Road, Lucknow
DOB: 17-Aug-1995
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MBA in Human Resources with 2.7 years of work experience as an HR Executive.

Human resource graduate | people oriented person with strong communication and interpersonal skills | Experience in handling the entire recruitment process lifecycle including sourcing candidates from Naukri portal, Screening, Interview, offer creation | Handling end to end recruitment and HR Operation 2.7 years of total experience as HR Executive and talent management officer.

EXPERIENCE

AU Small Finance Bank–Talent Acquisition Officer–Regional

Jan 2021- 5 Jun 21

Key Responsibility Areas

Talent Acquisition–

- Coordination with the hiring manager to identify staffing needs
- Sourcing potential candidates through online channels (Naukri), Job Posting, bulk hiring.
- Offer Negotiation
- Planning Interview and selection process

Operation –

- Taking care of pre-onboarding process (document verification, Induction, joining formalities etc)
- Maintaining MIS of joining and Exit employee
- Working on HRIS (Oracle software) for offer creation
- Exit formalities

Talent Management –

- New joinee connect for resolving the issues of new joiners.
- Exit Interview and Retention for reducing attrition
- Planning R&R and events in different branches
- Stay conversation for top rated employees

Kotak Mahindra Bank— HR Executive (Third Party Payroll)

Feb 2019 - Jan 2021

Key Responsibility Areas

Sourcing–

- Job Posting and Sourcing candidates.
- Sourcing Candidates from Naukri portal from Assistant Manager to Senior Manager Grade.

SKILLS

- MS Excel
- MS Word
- PowerPoint Presentation
- Oracle Software
- Communication Skill

EXTRA CURRICULAR ACTIVITIES

- Industrial Visit (Royal Selangor, Kuala Lumpur, Malaysia)
- Diploma in computer applications.
- Secured 6th rank in virtual trading.
- Industrial Visit (Parle Industry pvt. Ltd, Motherdairy).

INTEREST

- Reading
- Chess
- Traveling
- Sketching
- Painting
- Photography

- Scheduling interviews with Branch Manager, Area managers, Regional Manager.
- Taking Interview of Assistant Manager to Manager Grade

Onboarding & Joining Formalities-

- Managing end-to-end Recruitment processes
- Assigned psychometric tests to candidates for recruitment and selection process and analyzed them from an organizational point of view
- Taking care of the pre-onboarding process for senior managers(M4) to below grades
- Responsible for handling queries and concerns of new joiners
- Ensure timely completion of joining formalities of new joiners
- Screening, CIBIL check, Reference check through agency, Appointment letter generation, Audit clearance of entire documentation and employee code creation.

HRIS-

- Using HRIS (Oracle) for offer creation of the new joiners

Database Management-

- Maintaining employee data record in internal portal
- Maintaining all records in Excel- Joining Tracker, Offer tracker, Invoice tracker
- Coordinating with business and consultants for closing the positions.

INTERNSHIP

Max Healthcare — HR Trainee

May 2018 - Aug 2018

- **Background Verification**-Background Verification through agency (Authbridge), Resolving discrepancy of documents.
- **Database Management**- Maintaining a database of Employees.

ACADEMIC DETAILS

Institute of Business Management and Research, Gurgaon — MBA HR & PGPM

2017 - 2019

Percentage- 60

Christian Eminent College, Indore — BBA HR

2014 - 2017

Percentage- 63

ST. Marks Higher secondary school, Sarni —12th

Percentage- 73

Kendriya Vidyalaya Sarni —10th CGPA- 5.8

