



Priyanshu Gautam

Human Resources Executive



Lucknow, Uttar Pradesh, 226016



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Skills

Recruitment strategies
Workforce improvements
Training programs
Personnel files
New employee training
Recordkeeping



Work History

Human Resources Executive Assistant

YOHREN LEATHERS PVT.LTD, Lucknow, Uttar Pradesh

- Training procedures for new employees
- Monitor employee progress
- Regular meeting with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Reviewing resumes and applications
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Maintaining and regularly updating database
- Preparing letters such as offer and confirmation



Education

Bachelor Of Commerce: Commerce

Lucknow University - Lucknow

Intermediate

St. Mary's Inter College - Lucknow, India

2019-05 - 2020-06

2018-06 - Current

2017-04 - 2018-03