
RAJNEESH KUMAR



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📍 : *Sanjay Nagar, Bareilly*

OBJECTIVE

To work for a professional organization which offer challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge, enabling me to improve my abilities, develop my functionality and improve the organization plans and work procedure.

EDUCATIONAL QUALIFICATION

- ❖ **Masters of Social Work** Specialization in **Human resource management/Personnel management & Administration** from **M.J.P. Rohilkhand University, Bareilly** (2017-2019).
- ❖ **Bachelor of Science** from **M.J.P. Rohilkhand University, Bareilly** (2014-2017).
- ❖ **XII** from **UP BOARD** (2014).
- ❖ **X** from **UP BOARD** (2012).

EXPERIENCE

- ❖ Working as a **HR OFFICER** in **La Opala RG Limited** in **Sitarganj (UK)** From May 2022.
- ❖ Worked as a **HR EXECUTIVE** in **Kajaria Ceramics Limited** in **Sikandrabad** from Aug 2021 to May 2022.
- ❖ Worked as a **WELFARE OFFICER** in **Richa Fashion Pvt Ltd**, C-39 Sector-57, **Noida** from Jan 2020 to July 2021.
- ❖ **HR INTERN** at **Maruti Suzuki India Limited**, Manesar Car Plant, Manesar, Gurgaon.

RESPONSIBILITY

RECRUITMENT

- Managing the recruitment & Selection process.
- Receiving the requisition for vacancy (office /team member).
- Maintaining the recruitment analysis report.

ONBOARDING

- Create & Implementation of effective on boarding plans.
- Planning Induction Training for New joined employee.

PAYROLL MANAGEMENT

- Time office
- Leave and OD
- Deduction
- C-off adjustment
- Salary Processing
- Full and final settlement
- Bonus
- Gratuity

TRAINING & DEVELOPMENT

- Assess training needs to apply & monitor training programme.
- Ensuring the required training is imparted by HOD to team mates.
- Ensuring that the required training is imparted by team member to team mates.
- Organizing employee training session & activities.
- 5S Training, Canteen committee, Health & safety training, Grievance Redressal committee, Works committee, Technical Trainings, ICC committee).

EMPLOYEE ENGAGEMENT

- Planning and organizing employee engagement activities.

COMPLIANCES AND OTHER RESPONSIBILITIES

- EPF- Employee Registration, Prepare Pf Challan, DSC Approval, Transfer claim, KYC updation, Withdrawal, Pension, Pf Office Visit, E-Nomination.
- ESIC- Employee Registration, Generate TIC, Fill Accident Report, Prepare Challan.
- Factory Act.
- Industrial relation.
- Grievance Handling.
- Implementation of labour Laws.
- Nature a positive working environment.
- Housekeeping and Security.
- Administration Management.
- Canteen Management.
- Timely Reward & Reorganization for employees.
- Safety.
- MIS.
- Transportation
- Traveling & Hotel arrangements for guests, Employee's and also make arrangements for the various events/celebrations at plant level.

CONTRACT LABOUR MANAGEMENT

- Check Monthly Invoice Bill.
- Check EPF, ESI and GST Challan.
- Manpower handling.
- Check all register under the factory act.

SOFTWARE KNOWLEDGE:

- Outlook.
- SAP (Payroll).
- HRMS (Time office Management).
- Mega soft (Time office and Payroll Management).
- Savior (Time office and Payroll Management).

COMPUTER SKILLS:

- **Ms. Excel-** Vlookup, Hlookup, Pivot table and other advance formulas
- **Ms. Word-** Hindi & English Typing, Mail merge and all basic function
- **PowerPoint-** Prepare the presentation and add or remove new slides
- Basic Knowledge of Computer

CERTIFICATION COURSES

- Certificate of **PMKVY** in “**Computer operating and data entry**” with “**A Grade**”.

EXTRA-CURRICULAR ACTIVITIES:

- **Rural development camp and other activities :**
- Camp Bithri.
- Camp Benipur.
- Camp Hardua.
- Participate in Nukkad Natak.
- Participated in college quiz competition.

STRENGTHS:

- Ability to deal with people diplomatically.
- Quick learner.
- Hard working and determined.

HOBBIES:

- Communicating with new people.
- Fluent Communication Skill and Rapport Building.
- Singing and Dancing.
- Photography.
- Travelling.

PERSONAL DETAILS:

- Name : Rajneesh Kumar
- Father Name : Mr. Ramesh Chandra
- Date of Birth : 15. July'1997
- Marital Status : Single
- Gender : Male
- Nationality : Indian.

DECLARATION:

I hereby declare that above mentioned information is correct to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

DATE:

PLACE:

RAJNEESH KUMAR