

Piyoush

5/10/61 Ambedkar Nagar Sahabganj, Faizabad, UP-224001 | 9990572900 | netpiyoush786@gmail.com

Objective

- Practical and result-driven HR Assistant with strong knowledge of human resource practices and office administration. Superior understanding of file management, customer service, grievance management and maintaining confidentiality. Particularly skilled in entry level recruitment, compliance management and day to day HR Grievances occurring in the Non-Profit Organization culture.

Education

MASTER OF BUSINESS ADMINISTRATION | Completed – April - 2022 | DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW

- Obtained 69% marks specialized in Human Resource Management
- Related coursework: Prepared Project Report on Training and Development of Employees in GVK-EMRI

Skills & Abilities

INTERPERSONAL SKILLS

- Empathetic Communication with Staff.
- Resolved the Grievances of employee from all over Uttar Pradesh related with Complaints.

LEADERSHIP

- Volunteered a group of 1500 students for Personality Development in **College** where we were taught to boost confidence, how to tackle routine problems, team management and how to remain calm while being under pressure.

TECHNICAL SKILLS

- Employee Engagement & Benefits
- Conflict Management
- Organizational and Time Management Skills
- Quality Management
- Human Resource Administration

RISK MANAGEMENT SKILLS

- Received RNR for reduction of penalty and associated risks through GPS Troubleshooting, Escalation Audit and Geo- Fencing by 20%.

Experience

HR ASSISTANT | GVK-EMRI: EMERGENCY MANAGEMENT RESEARCH INSTITUTE | 18-Nov-2018 - PRESENT

GVK EMRI (Emergency Management and Research Institute) is a pioneer in Emergency Management Services in India. As a Not-For-Profit professional organization operating in the

Public-Private Partnership (PPP) mode, GVK EMRI is the largest professional Emergency Service Provider in India today. GVK EMRI is currently operational in 17 States and Union Territories.

Major Responsibilities:

- Responsible for redressing monthly statutory compliances.
- Do initial screening /interview of the entry level candidates through referrals, cold calling and job portals and share their relevant profiles with Senior Recruiters.
- Maintaining employee data and updating of all employment records thus providing back-up support for other administrative staff.
- Assists in onboarding and training of new employees for the Administration and EMT / PILOT teams.

Accomplishments:

- Successfully devised a training module for office assistants with real life problem solving assessments and case studies which reduced the training cost by 15%.

QUALITY ASSISTANT | GVK-EMRI: EMERGENCY MANAGEMENT RESEARCH INSTITUTE | NOV - 2018 – Feb - 2021

Major Responsibilities:

- Support team by performing operational tasks related to organization and accomplish related results as needed.
- Analyzing existing operations, protocols and processes and making plans for improvement.
- Perform data analysis for generating reports on periodic basis and developing MIS system for customer management and for internal communication.
- Research ways to increase profitability and minimize operational costs using problem-solving and management skills.

Accomplishments:

Increased the company's service by 35% by reducing the TAT of ambulances to 15 minutes in urban areas by Live tracking and monitoring of case assignment.

Certifications

- Basics of Accountancy and Office Automation (Advance Excel, MSOFFICE & OUTLOOK and Internet Applications)
- Basics in Data Analytics (Data Entry, Analysis & Interpretation)
- Basics in MY-SQL

Extra-Curricular and Co-curricular activities

- Anchoring in PARVAZ FEST 2020
- Received RNR in August 2019 for best performer in Workshop organized by GVK-EMRI.
- Participated in Skits, Essay Writing and Debate competitions held in school.
- Hindi Typing – All the Declaration form of Organization in Hindi Format made by Me.

PERSONAL DETAILS

Date of Birth	10 July 1990
Gender	Male
Nationality	Indian
Marital Status	Un-Married
Languages Known	English and Hindi
Address	5/10/61 Ambedkar Nagar Sahabganj, Faizabad, UP-224001