

Rajnish Gautam

Email ID- *****@gmail.com

Contact No. +91-*****

Career Objective-

Seeking an important and challenging role in an organization where i can attract with the new people and show my abilities.

Career Summary-

- An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 2 year hand on experience.
- Extensive experience and consummate achievements building multiple best-in class organizations.
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
- Pivotal contributor to senior operating and leadership executives, providing leadership for multiple acquisitions, from due diligence to conversion.
- Expert in taking the order from the seniors and giving the valuable suggestions.

Personality traits-

- Innovative thinker and excellent leadership qualities.
- Excellent in influencing the people.
- Efficient in communicating well in written and verbal both.
- Able to motivate and negotiate the people.

Key Responsibilities handled-

- Assist the HR manager in planning of Organizational recruitment.
- Take the interview of the recruiters.
- Make the joining documents of recruiters.
- Convey the Policies and rules to the employees.
- Maintain the records of employees.
- Track the daily attendance of the employees.
- Present the employees performance report in front of HR manager.