



Amrit Kr. Agarwala

HR Professional

My Contact

✉ amriturg@gmail.com

☎ 9577581727

📍 182/A, Main Road, Uriamghat
Dist – Golaghat, Assam (India)

LinkedIn : Amrit Agarwala

Hard Skill

- # Talent Acquisition
- # Competency Mapping (PMS)
- # Preparation of MIS
- # Human Resource Development
- # Employee Relations and Grievances Handling

Soft Skill

- # Communication
- # Decision making
- # Strategy Formulation
- # Multi-tasking
- # Innovative
- # Team Monitoring

About Me

Human Resource Generalist with more than a year of experience in managing, hiring and onboarding, employee benefits and payroll, performance management, management of administrative facilities, and proficient in coordinating the people.

Education Background

Kurukshetra University, Haryana

*Masters of Business Administration
(HR & Marketing) 2019-2021
Grade - 1st Class*

Dibrugarh University, Assam

**Bachelor of Commerce
(HR) 2016 - 2019**

Grade - 2nd Class

Certifications

**Advanced Excel - Princeton
Academy, Mumbai. Certificate ID -
MGA-TAL-22**

**New Labour Code and Code on
Wages - Princeton Academy,
Mumbai. Certificate ID - MGA-TAE-
1010**

**One day Entrepreneurial Workshop
at ARGUCOM sponsored by NRL.**

Professional Experience

Numaligarh Refinery Limited, Assam

Helpdesk Administrator (HR) March 2023 – May 2023

This position was fulfilled for the purpose of Refinery Turn Around (RTA) or Shutdown which is done every 4 years for Maintenance of entire Refinery.

Key Responsibilities:

- 1) Analysing and fulfilling the daily requirements of the Maintenance group and vendors of the plant area.
- 2) Ensuring proper maintenance of Helpdesk Executives and updating them with their working plan and schedule.
- 3) Liaison with various contractors for fulfilling the drinking water requirements.
- 4) Ensuring the newly recruited manpower for Fire and Safety Training.
- 5) Creation of Food Indent as required by Maintenance group and different vendors of the company.
- 6) Liasoning with external suppliers to ensure timely delivery of requisite materials for smooth functioning of all the four canteens operated for RTA.

HR Apprentice, March 2022 – February 2023

Key Responsibilities:

- *Performance Management System which includes Competency mapping of employees.
- *Creation of various MIS for data management for Personnel and Administration department.

*Liasoning with external consultants for assessment of future manpower requirements for the upcoming 9 MMTPA plant.

*Timely updating of manuals, circulars and implementation of Codes and Acts as per Govt. directives.

*Ensure proper admin facilities to employees.

*Updating of Quarter Allocation status of NRL Township and Estate.

*Team handling for various administrative facilities.

PepsiCo Holdings Pvt Ltd, Gurugram, Haryana

HR Executive *June 2021 – September 2021*

Key Responsibilities:

- *Preparation of MIS related to HR department.
- * Training arrangements for employees.