

PRASHANT RAJ SRIVASTAVA

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CAREER OBJECTIVE

Dedicated HR professional, committed to stay update with current industry trends and emerging practices. A continuous learner who embraces innovative HR tools and technologies to streamline processes and enhance efficiency. Seeking a career in a dynamic organization where I can showcase my skills, tackle challenges, achieve organizational goals, and boost my career through ongoing learning and dedication.

ACADEMIC QUALIFICATION

- **Master of Business Administration (MBA) in HR & Finance**
Himalayan Garhwal University, Uttarakhand | 2021
- **Bachelor of Commerce (B. Com.)**
Shree Ram PG College, Varanasi, Uttar Pradesh | 2019
- **Intermediate**
CBSE Board | 2016
- **High School**
CBSE Board | 2014

CURRENT Organization

Organization: IIFL Samasta Finance Limited.

Department: Human Resource

Designation: Divisional HR

Grade: Executive

Duration: May 2023 to till date

Location: Varanasi, UP

WORK PROFILE:

- To conduct full-cycle recruitment processes, including job posting, sourcing, resume screening, interviewing, and selection.
- To develop and implement employee relations programs, policies, and procedures to foster a positive work environment. Assessed training needs and designed employee development programs to enhance skills, improve performance, and support career growth.
- To collaborate with hiring managers and identify manpower, develop job descriptions, and determine candidate requirements.

- To develop and maintain HR policies, procedures, and employee handbooks in accordance with local labor laws and regulations.
- To stay up-to-date with industry trends and best practices in HR to recommend improvements and enhance overall HR operations.
- Compile HR metrics, prepare reports, and analyses data to identify trends, patterns, and areas for improvements.
- Utilizing ZING HR application to manage employee data, attendance, generate reports, and streamline HR processes.
- Conduct exit interviews, analyze data, and recommend improvements to increase employee engagement and retention.

Experience:

Organization: Utkarsh Small Finance Bank

Designation: Executive Operations

Duration: August 2021 to May 2023

Location: Head Office, Varanasi, UP

PERSONALITY TRAITS

- Highly flexible and adapted as per required conditions
- Ability to work as an individual and in a group
- Good communication skill in verbal and non-verbal
- Having special concentration on details
- Highly motivated and eager to learn new thing

TECHNICAL SKILLS

- Proficient in Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint.

ACTIVITIES AND INTERESTS

- During my spare time I read books, learn new skills which helps me to boost up my professional life.

LANGUAGE

- Hindi, English

DECLARATION

I declare that the information furnished above is true to best of my knowledge & I bear the responsibility for the correctness of the particulars.