

ANISH KUMAR KARN
Birgunj|
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CAREER OBJECTIVE

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs.

Nepal Medicit Vayodha Hospital| Birgunj|
Assistant Manager Human Resource

January 15 2023 to till date

- Recruitment.
- Induction programmes.
- Monitor & administer Attendance, Leave, Overtime.
- To manage and maintain the attendance, late coming and leave records.
- Administration of disciplinary procedures (drafting& issuing of show-cause, warning)
- Organization of Social functions and other employee welfare activities.
- To maintain personal file of all staff.
- Confirmation, Increment, Contract Renewal etc
- Handle conflicts, disciplinary actions and terminations
- Process new hire background checks
- Organizing various Training Programmes as per schedules
- Dealing with all administrative issues of Nurses Hostel
- Data management & up dating in the soft ware & periodical audits of Employee Files and updating

Aarti Vegetable Products Pvt.Ltd |Birgunj | Manufacturing

December 22,2021 to January 10 2023

Senior Human Resource and Admin Officer

- Ensuring that all employees are organized and satisfied in their work environment.
- Comply with all existing governmental and labor legal and government reporting requirements and maintain minimal company exposure to laws,
- Participate in the conduct of investigations when employee complaints or concerns arise;
- Protect the interests of employees and the organization in accordance with company Human Resources policies and governmental laws and regulation,
- Manage daily administrative operations of the office and assist all units in resolving problems related to the day-to-day operations;
- Organize, assign and supervise the work of administrative support staff;
- Manage administrative issues to do with security and safety of residences of internationally and regionally recruited staff and the office;
- Handle monthly payroll administration / monthly preparation.
- To act as the first point of contact for all personnel queries

**Advance Group of Companies| Kathmandu| Manufacturing
HR OFFICER**

March 2, 2019 – December 20,2021

- Oversee the payroll process and contributed for revision of Salary of all staff members as per the guidelines of the Government of Nepal
- Handle employees' grievances on time and encourage them for better performance
- Maintaining employee relation.
- Dealing with the final settlement of employee when they leave.
- Maintaining good internal communication within the company.
- Supported in handling complicated exit cases in consultation with the department.
- Developing the coordination between HR and Administration.
- Assisted in recruitment function.
- Maintaining discipline & harmonious working environment across all level of employee.
- Other day to day administrative tasks.

EDUCATION

- Master of Business Administration (MBA) specialization in Human Resources, Maharishi Dayanand University, India
- Bsc Hotel Management, Lovely professional University, India.
- 10+2 Bridge water International college, Kathmandu.
- SLC Gyan Jyoti Higher Secondary School, Birgunj.

TRAININGS/WORKSHOP/SEMINAR ATTENDED

- Strategic Human Resource Management & Performance Management , Bangkok Corporate Training International .Thailand ,Bangkok (31-10-2019 to 3-11-2019)

TECHNICAL SKILLS

- Good computer skills in MS Office packages
- Have valid driving license of 2-wheeler