

# Curriculum vitae

**LAXMAN SINGH JADON**

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## Professional Summary:

A versatile and dynamic Human Resources Manager and Multi-Project Coordinator with extensive experience in managing HR operations and driving organizational performance across multiple regions, including Odisha, Andhra Pradesh, Uttar Pradesh, Uttarakhand, and Bihar. With over five years of progressive experience, I bring a proven track record in talent acquisition, employee engagement, statutory compliance, and project coordination.

Currently pursuing an **MBA in HR and Operations Management**, I have successfully blended HR leadership with project oversight responsibilities, such as managing tender processes and stakeholder collaboration along with adaptability, problem-solving abilities, and cross-functional coordination, I strive to align HR strategies with organizational objectives to drive sustainable growth and operational excellence.

A notable milestone in my career was spearheading the **Tent City Project** during **Mahakumbh 2025** a high-impact, large-scale initiative that demanded meticulous planning, team management, and on-ground execution.

## Work Experience:

### **KOSHER INFRASTRUCTURE PVT LTD, NOIDA**

*HR Manager & Project Co-ordinator*

JUL 2024 – Present

- Leading end-to-end recruitment activities including job requisitions, screening, interviewing, and onboarding.
- Addressing employee grievances and promoting a healthy and compliant work environment across various sites.
- Coordinating training, compliance, and performance initiatives to ensure operational efficiency.
- Supervising payroll and statutory compliance (ESIC, PF), while maintaining accurate HR records.
- Spearheading project coordination for government and private contracts, including site-level execution and vendor management.
- Successfully led the premium **Tent City Project at Mahakumbh 2025**, overseeing over 200 tents, stakeholder engagement, logistics, and workforce deployment.
- Managing tender documentation and submission processes, ensuring alignment with bid requirements

## **Tricornio Technologies**

*HR officer & Backend Admin*

Dec 2019 – Jan 2024

- ✿ Handled HR functions including attendance management, payroll, contract oversight, and employee database administration.
- ✿ Led employee onboarding and documentation for new hires across multiple departments.
- ✿ Generated periodic HR reports for strategic planning and workforce optimization.
- ✿ Acted as a liaison between departments for backend operations, ensuring smooth administrative functioning.

## **Success Point Academy**

*Managing director & Faculty*

Jan 2018 – Oct 2019

- ✿ Directed academic operations, curriculum development, and strategic planning for the institute.
- ✿ Delivered high-quality teaching in general studies, with a focus on State PCS preparation.
- ✿ Mentored students and created inclusive, learner-centric environments to enhance outcomes.
- ✿ Introduced innovative teaching techniques and digital tools to enrich the learning experience.

## **Education:**

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Degree title	Issuing institute	Session
<b>Master of Business Administration (MBA) in HR and Operational Management</b>	Lovely Professional University	2024 – 26
<b>Master of Arts (M.A.) in Rural Development</b>	IGNOU	2017
<b>Bachelor of Arts (B.A.) in Economics, English Literature, Sociology</b>	Jiwaji University, Gwalior	2013 – 16
<b>Diploma in Computer Application 2014</b>	Maharishi Mahesh Yogi Vedic Vishwavidyalaya, M.P.	2014

## Key Skills:

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- ✿ **Human Resource Management** – End-to-end recruitment, onboarding, employee relations, grievance handling, and workforce planning.
- ✿ **Project Coordination** – Site management, vendor coordination, logistics planning, and execution of multi-location projects.
- ✿ **Labour Law Compliance** – Practical knowledge of EPF, ESIC, Minimum Wages Act, and other statutory regulations relevant to infrastructure and construction sectors.
- ✿ **Payroll & Attendance Management** – Salary processing, attendance tracking, wage register maintenance, and coordination with accounts teams.
- ✿ **Tendering & Documentation** – Preparation and submission of tender documents, along with Presentation, liaising with government and private clients, and ensuring compliance with RFP norms.
- ✿ **Training & Development** – Organizing training programs for skill development, workplace safety, and employee productivity enhancement.
- ✿ **Stakeholder Engagement** – Coordination with government departments, private contractors, and third-party vendors for seamless project execution.
- ✿ **Conflict Resolution** – Addressing employee concerns, maintaining workplace harmony, and enforcing disciplinary procedures when necessary.
- ✿ **MIS & Reporting** – Preparing HR dashboards, compliance reports, manpower deployment records, and project progress trackers.
- ✿ **Adaptability & Multi-tasking** – Demonstrated ability to manage diverse roles and responsibilities across departments in high-pressure environments.

## LANGUAGES:

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**English:** Proficient

**Hindi:** Proficient

## **DECLARATION:**

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I hereby declare that all the information provided is true to the best of my knowledge and belief.