

RESUME

JAYRAM NITHARWAL

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Objective:

Aspiring for a challenging position, involving initiatives with potential growth opportunity that encourages continuous learning; where my skills and experience can be utilized to accomplish organization's objectives and success.

Strengths:

- Highly organized, independent, aggressive and result-oriented.
- Able to work under pressure and excellent teamwork skills with fast grasping capability.
- Motivated and self-driven.

Academic Details

Degree	Board/University	Period	Result
MBA	Kurukshetra University Kurukshetra	2017	First Division
B.COM	Kurukshetra University Kurukshetra	2015	First Division
12 th	Board of Secondary Education Ajmer	2012	Second Division
10 th	Board of Secondary Education Ajmer	2010	First Division

Work Experience

- 3 YEAR EXPERIENCE IN JBM AUTO SYSTEM PRIVATE LTD. SANAND, AHMEDABAD IN P&A /HR DEPARTMENT. (DEC 2017 TO DECEMBER 2020)JBM Group is a leading tier 1 supplier to the Automotive OEM industries and caters services to esteemed clients that include TATA, Ashok Leyland, Ford, Bajaj Auto Ltd. ,Fiat, GM, Hero, JCB, Mahindra, Maruti Suzuki, Honda, Renault, Nissan, Toyota, TVS, Volvo, and many more. The company strength 1150 manpower and company Group turn over 11000 cr. Per year. The JBM Group 25 locations in 65 plants in India. The company manufactures Automotive components such as sheet metal components
- 01 JULY 2021 TO TILL VIDYA METAL MFG. CO. PVT. LTD UNIT - || BHIWADI (HR EXECUTIVE) VMI Group is a leading Manufacture & supplier Copper Wire , strip rods .

KEY SKILLS (HR & Admin)

- MANAGEMENT WITH ACCOUNT DEPARTMENT FOR SALARY PROCESSING
- HANDLING THE EMPLOYEE ENGAGEMENT ACTIVITIES
- COORDINATING WITH DEPARTMENTS FOR HIRING
- HANDLING ONBOARDING AND EXIT FORMALITIES.
- TRAINING AND DEVELOPMENT
- MANAGEMENT INFORMATION SYSTEM (MIS) HR REPORTS
- GENERATING THE LETTERS SUCH AS OFFERS, APPOINTMENT, EXPERIENCE AND OTHER AS WELL
- HR GENERAL ACTIVITIES & RECRUITMENT.
- OFFICE DAY TO DAY ACTIVITIES
- EMPLOYEE COMMUNICATION
- WORKING IN COORDINATION WITH MANAGERS FOR THE UPDATING OF POLICIES ON TIME TO TIME
- SHORT LISTING THE CANDIDATES BY MATCHING COMPANY PROFILES
- EXIST INTERVIEW FORMALITIES
- MANPOWER HANDLING.
- CAMPUS DRIVE.
- MANPOWER VERIFY

- TOUR/TRAVEL BOOKING & SCHEDULING
- GENERAL DAY TO DAY HOUSEKEEPING CANTEEN & SECURITY MANAGEMENT
- GRIVANCE HANDLING

Personal Details

- Date of birth : 12-03-1994
- Father's Name : Shri Shiv Dayal Nitharwal
- Languages Known : Gujrati, Hindi & English
- Strength : Flexibility and Learning Attitude
- Gender : Male
- Marital status : single
- Address : Vijay nagar hastera, via-Govindgarh teh. Chomu dist. Jaipur(RAJ)
Pin-303712

I hereby declare that all the information provided by me is factual and correct to the best of my knowledge and belief

Place
:Date:

JAYRAM NITHARWAL