

CURRICULAM VITAE

ABHISHEK SANKHYAN

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Permanent Address:-

Village Lethwin, Post Office Gahar,
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Career Objective: -

- To succeed in an environment of growth and excellence to get an opportunity which provides me job Satisfaction and self-development and help me to achieve personal as well as organization goals.

Personal Skill: -

- Problem solving ability, good verbal and written communication skills, ability to interact with people.
- Hard worker, sincere and optimistic.
- Willingness to learn and can adapt to any kind of environment.
- Equally comfortable while working as a part of a team or when leading the team.

Job Title: -

- Human Resources Executive

Professional Qualification: -

- MBA in Hotel Management from Allied Institute of Hotel Management and Culinary Arts, Panchkula, affiliated to Annamalai University - 2017.

Academic Qualification: -

- Graduation from HP University - 2015.
- 10+2 from HP Board, Dharamshala - 2011.
- 10th from HP Board, Dharamshala - 2009

Vocational Training: -

- Three weeks Vocational Training in **Human Resources** from **JW Marriott, Chandigarh.**

Industrial Training: -

- Two Months Industrial Training in **Human Resources** from **Trident Hotel, Udaipur (The Oberoi Group)**

Working Experience: -

- Currently working as **Human Resources Executive** at **DoubleTree by Hilton Ahmedabad** from September 21, 2019.
- Got Promoted as **Human Resources Supervisor** at **Trident Agra** from March 01, 2019 till September 16, 2019.
- Worked at **Trident Agra (The Oberoi Group)** as **Human Resources Assistant** from January 27, 2017 till February 28, 2019.

Technical Skills:-

- Good Hands on MS-Office-MS Excel, Power Point etc.
- Good hands on SAP and Ralyon Saral Payroll.

Job and Responsibilities:-

- Recruitment
- Induction Process
- Payroll Process
- Employee Engagement
- CSR Activities
- Salary Process
- Employee Recognition
- Monthly and Quarterly Reports

Language Known:-

- English.
- Hindi.

Awards and Achievements: -

- Handled department alone for more than two months when Manager was on sabbatical leave at Trident Agra.
- Got employee of the month twice at Trident Agra.
- Got runner-up for CEO award at Trident Agra.
- Handled department for two months and reported directly to General Manager when no HR Manager was there at DoubleTree by Hilton Ahmedabad.
- Helped in F&B and Front Office busy Operations at Trident Agra as well at DT Ahmedabad.
- Helped in Security operations in lockdown for a month at DT Ahmedabad.

Hobbies: -

- Singing
- Listening Music
- Cooking

Personal Details:-

Date of Birth: -	14 th November, 1993
Marital Status: -	Unmarried
Father's name: -	Sh. Rajesh Kumar
Occupation: -	Govt. Employee (ITBP)
Mother's name: -	Mrs. Ranjna Devi
Occupation: -	House wife
Nationality: -	Indian

Declaration: -

I hereby declare that all information furnished above is true to the best of my knowledge.

Date: -

Place:

(Abhishek Sankhyan)