

AMIT KUMAR YADAV
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Seeking for an assignment in the area of Human Resource where I can utilize my skills and knowledge for organizational as well self growth.

Professional Experience:

Company Name : Dev Engineering Company
Designation : Site-in charge
Location : RSPL LTD. (soda Ash) Kuranga Dwarka
Period : Sep-2019 till Date.

Responsibilities:

A) Recruitment & Selection:

- Manpower planning at all levels with discussion with HOD's.
- Sourcing the profile using Head Hunting.
- Screening candidates and conducting Interviews for Junior and middle level.
- Maintaining the Database of the candidates.
- Salary Negotiations.

B) Training and Development

- Preparing training calendar
- Organizing training as per the calendar for the plant
- Conducting Induction training for new joiners.
- Analysing competency requirement and Skill gaps with HOD's.

C) Payroll

- Maintenance of day to day manpower report & MIS also check daily attendance of office & other labor staff.
- Take responsibilities related to HR Department i.e. Employees record keeping of Leave, Advance, PF, ESIC and other
- Maintaining day to day pay roll and documentation. Also preparing pay roll and Excel Sheet.
- Preparing Reports of Manpower Requirement at Work Site

D) Personnel Administration:

- Time Office
- Production Process
- GMP, GHK, GHP
- Data Collection and Record Keeping
- Security
- Medical check Requirement
- Conducting weekly management Meeting and preparing Minutes of meeting.
- Employee welfare activities
- Organizing plant visits
- Fulfilling the manpower requirement and arrangements of contractors (Security & Labuor Contractor) etc.
- Record keeping of outgoing incoming letters.

- **Professional Experience:**

- **Company Name** : Saraswati Construction & Developers Pvt.Ltd
- **Designation** : Hr & Admin
- **Location** : Dwarka (Gujrat)
- **Period** : June-2016 To Aug-19.

Professional Experience:

Company Name : Udaipur Beverages Limited (Authorized bottler of Coca Cola)
Designation : Management Trainee
Location : Jabalpur
Period : June 2012 to Feb 2013

Professional Qualification:

M.B.A. from RDIST BHOPAL

Specialization: (Dual Specialization in M.B.A.)

- Human resource
- Marketing

Summer Training:

Company name : MAX NEW YORK LIFE INSUEANCE. Jabalpur (M.P.)
Project title : Customer preference towards insurance plans
Educational Qualification

BCA from Makhanlal Chaturvedi National University Bhopal (M.P)

HSC from U.P Board

SSC from U.P. Board

Computer Proficiency:

- MS-word
- Excel
- Suffering from Net

Strengths:

- Patience
- Confident
- People person

Hobbies:

- Listening music
- Traveling

Personal Details:

Date of Birth : 5th Jan 1988
Fathers Name : Mr. Rajendra Yadav
Mothers Name : Mrs. Prem Kumari Yadav
Marital Status : Married
Language Proficiency : Hindi, English,
Permanent Address : Vill- Barabandh Post- Ratsar Dist- Ballia
Contact Number : 7376177585

Date :
Place :

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