

DINESH KUMAR
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SNAPSHOT

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

Qualification & College: - MBA (HR & Marketing) 2008 from Rajiv Academy of Technology & Management

Date of Birth: - 17 Aug 1984

Total Experience: - 12 years 5 months

Current organization: - The Fern – An Ecotel Hotel, Jaipur (Concept Hospitality Private Limited)

Current CTC – 8.85 LPA

Key Skills: - Excellent communication skills; Human Resources Management; Talent Acquisition, Talent Management & Talent Engagement; HR Operations; Performance Management System; Grievance Handling; Appraisals along with leaves, salary, attendances; HRMIS & Other HR Reports.

EMPLOYMENT DETAILS

1. The Fern – An Ecotel Hotel, Jaipur
March 2019 to present : Human Resources Manager

2. Holiday Inn Jaipur City Centre by Intercontinental Hotels Group
July 2018 to January 2019 : Human Resources Manager

3. Lemon Tree Hotels, Since Dec 2009 – July 2018
1st July 2016 to 6th July 2018 : Deputy Human Resources Manager (Sandal Suites, Noida)
1st April 2015 to 30th June 2016 : Assistant Human Resources Manager (Corporate Office)
1st Oct 2010 to 31st March 2015 : Assistant Manager-Human Resources (Corporate Office)
1st Dec 2009 to 30th Sept 2010 : Human Resources Executive (Corporate Office)

4. Nokia Siemens Network India Pvt Ltd. Gurgaon
July 2009 to Nov 2009 : Human Resources Executive
5 Months Project on rolls of Kelly Services India Private Limited

5. Mukul Consultants India Pvt Ltd., Kalkaji, New Delhi
Jan 2008 to June 2009 : Human Resources Executive

Profile Highlights:

1. Preopening team member for 3 hotels
2. All round Hotel HR
3. Supporting operations in absence of General Manager
4. Preparing overall Hotel Budget for next fiscal year
5. Appraisals & Performance Management
6. Recruitment - sourcing profiles and closing positions with the help of Job portals and market references.
7. **Employee Relations & communication:**
 - Policy updating and ensure that all the employees are aware of the HR policies and to communicate any changes from time to time.
 - Grievance handling.
 - Coordination between Management and employees to ensure effective employee-employer relationship.
 - Employee engagement and welfare
8. **Leave administration:**
 - Maintenance and updating of leave records
 - Addressing employees' queries regarding leave policy and status.
 - Focusing of proper implementation of leave policy to avoid excessive leave accumulation for better work life balance for employees

9. Employee Training

- Part of regular departmental briefings to understand the training needs of team members
- Soft skills trainings for team members and Inductions and orientation for all

10. MIS & Documentation:

- Preparing monthly HR reports to keep manpower and wage bill under the prescribed limits

11. Exit Formalities:

- Conducting exit interview without any deviation to control attrition, preparing report on exit findings and sharing the same with Leadership team to reduce the exit numbers and make it a better place to work.

12. Hotel Audit:

- Finished Hotel audits with a positive increase of 13 % for the hotel and 17 % for HR department.

ADDITIONAL SKILLS AND COMPETENCIES

- A passion for Excellence in every endeavor.
- A Team Player with excellent Communication & Interpersonal skills.
- The self-confidence to empower others and to bring out their best & to ensure fair distribution of work and learning opportunities.
- Ability to work effectively as a leader / team member and to operate flexibly in structured as well as unstructured environment.
- Strong Problem Solving, Analytical & Organizing capabilities and ability to think innovatively, logically and strategically.

EDUCATION

| DURATION | QUALIFICATION | INSTITUTE/UNIVERSITY | PERCENTAGE |
|-------------|-----------------------------|--|------------|
| 2006 – 2008 | MBA {HR & Marketing} | Rajiv Academy of Technology & Management, Mathura. | 68% |
| 2002 – 2005 | B.Sc {Industrial Chemistry} | Jiwaji University, Gwalior | 64% |
| 2001 – 2002 | HSC | K.V.No.-3, Gwalior CBSE Board | 63% |
| 1999 – 2000 | SSC | K.V. Air Force, Suratgarh CBSE Board | 59% |

- (2005-2006) 1-year diploma in Computers Hardware & Network Management and then worked with BSNL, Greater Noida before taking admission to MBA-Human Resources & Marketing.

DECLARATION

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

Date:

Place: Jaipur

(Dinesh Kumar)