

Salil Bainsla

Permanent Address:

Gudha Ashik Pura Th. – Baswa

Distt. – Dausa (Raj.)

303315

Mob. No. - +91 7339788322

E Mail I'd - Sauravgudha7339@gmail.com

LinkedIn I'd – Salil Bainsla (7500+ Connections)

Career Objective:

To Succeed and achieve my goal through dedication and hard work to match my abilities and skills with opportunities available.

Career Objective:

- ❖ *2016, Secondary Education Passed From RBSE*
- ❖ *2018, Sr. Secondary Passed From RBSE*
- ❖ *2020, Sanitary Inspector/Food Inspector Diploma*
- ❖ *2021, Graduate from University of Rajasthan*

Professional Education:

- ❖ *MBA In Human Resource from Suresh Gyan Vihar University*

Software Knowledge:

- ❖ *MS Office*
- ❖ *Outlook*
- ❖ *Canva, Figma*
- ❖ *MGS, ESSL, ESS, Star, Alif*

Experience:

Human Resource Internship from **The LaLiT Grand Palace, Srinagar**
A Luxury Collection
Tenure (1st February 2023 – 31st May 2023)
113 Rooms



Talent & Culture Job Training from **Fairmont Jaipur, Rajasthan**
A Luxury Collection
Tenure (8th June 2023 – 15th December 2023)
245 Rooms



Human Resource Associate at **Marriott Hotel Resorts & Spa, Katra**
Tenure (15th February 2024 – 10th June 2024)
100 Rooms (**Pre-opening & Post Opening Team Member**)



Human Resource Coordinator at **Holiday Inn Jaipur City Center, Jaipur**
Tenure (13th June 2024 – Till Date)
172 Rooms



Skills:

- ❖ *On boarding Process*
- ❖ *Filing*
- ❖ *Data Management*
- ❖ *HRIS Software*
- ❖ *MGS Software*
- ❖ *Attendance Sheet Management*
- ❖ *Talent & Acquisition*
- ❖ *Employee Records*
- ❖ *Employee Engagement Activities*
- ❖ *ESIC Registration of New Employee*
- ❖ *Biometric of new employee*
- ❖ *Accommodation Management*
- ❖ *Property Show round*
- ❖ *Exit Formalities*
- ❖ *Locker Management*
- ❖ *Induction of New Employee*
- ❖ *Staff Transportation Management*
- ❖ *Cafeteria Management*
- ❖ *Letter of Intent Issuance*
- ❖ *Position Opening & Closing On M-Hub*
- ❖ *Creating EID*
- ❖ *Vendor Management*
- ❖ *Database Management*
- ❖ *Assisting in Payroll Management*
- ❖ *Attendance & Leave Management*
- ❖ *PF – ESIC related query solving of employee*

Strength:

- ❖ *Honest*
- ❖ *Punctual*
- ❖ *Smart & Hard Worker*

Hobbies:

- ❖ *Cricket*
- ❖ *Riding*

Personal Detail's:

Father Name : Mr. Daya Ram
Date of Birth : 04 Jan. 2002
Nationality : Indian
Religious : Hindu
Language : English & Hindi
Marital Status : Unmarried
Gender : Male

Declaration:

I Declared that the above details are fully true know according to myself.

Place:***Salil Bainsla***