






About Me

A competent, organized and outgoing individual with a strong work ethic and exceptional communication skills. International and local working experience, a keen desire to learn new tasks and grow, looking to contribute to an international or a local brand in the area of Human Resources.

Contact

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 khatriy698@gmail.com
 H.NO A/1 KRISHNA
NAGAR BEHIND HOUSING
BOARD BHARATPUR
(RAJASTHAN)

Skills

- Hiring & Sourcing
- Trainings & Development
- Team Work
- Positive
- Problem Solving

Language

- English
- Punjabi
- Hindi

Yash Khatri

Asst. Human Resources
Manager

Education

• (2021 -2023)

SURESH GYAN VIHAR UNIVERSITY
MBA (HR)

• (2018 -2020)

SHRIDHAR UNIVERSITY
B.SC

• (2014 -2017)

UP BOARD
10TH
10TH +2

Experience


(2024 June - Till Date)

UNIQUE RESORT & LIFESTYLE - VALSAD
PRE OPENING ASST. HRM

1. Recruitment and Hiring:
 - Develop recruitment strategies and plans
 - Source, select, and hire staff for all departments
 - Conduct interviews and make job offers
2. Employee Relations:
 - Establish positive employee relations and engagement
 - Foster a culture of excellence and customer service
3. Training and Development:
 - Develop and implement training programs for all staff
 - Conduct training sessions and workshops
4. Benefits Administration:
 - Set up benefits programs (e.g., health insurance, retirement plans)
 - Communicate benefits information to employees
5. Compliance and Risk Management:
 - Ensure compliance with labor laws and regulations
 - Develop and implement risk management strategies
6. HR Operations:
 - Set up HR systems and processes (e.g., HRIS, payroll)
 - Maintain accurate and up-to-date employee records
7. Policy Development:
 - Develop and implement HR policies and procedures
8. Employee Communications:
 - Establish employee communication channels and protocols




Yash Khatri

 **RAMADA BY WYNDHAM (2023 DEC -2024 JUNE)**
ASST. HRM

- Payroll (IDS software).
- Perform administrative work, including scheduling, maintaining files and sorting mail for.
- HR reports.
- Town Hall meeting for staff.
- Weekly basis schedule trainings.
- Leading and Anchoring Annual Functions.
- Social and CSR Activities
- Schedule meetings, interviews, HR events and maintain agendas.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Leave Management.
- Keep up-to-date with the latest HR trends and best practices.
- Recruitment.
- Communicating with the third parties.
- PF/UAN Grievances Handling.
- Police Verification.
- Acting first point of contact for all personnel queries.
- Exit Formalities.
- FNF.

 **NOVOTEL JODHPUR ITI CIRCLE (JAN 2023 - NOV 2023)**
HR CO-ORDINATOR

- Onboarding and trainings.
Joining formalities.
Assisting activities.
Maintaining and keeping records of upcoming candidates. Maintaining employee master

 **RADISSON BLU KARJAT MAHARASTRA ASSOCIATE (AUG 2022 - JAN 2023 & INTERN MAY - JUNE 2022)**

- Work with HR managers and specialists and ask questions to ascertain proper practices.
- Provide administrative support on the online system by keeping employee records up to date and accurate.
- Learn how to complete payroll and maintain payroll records effectively.

References:

Mr. Raja Singh
Hyatt Hotel / HR
Manager

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Ms. BRISHALI SHARAM
Grand Mercure Hotel /
HR Manager

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