



>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

- **+91-8619822496**
- **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

References:

**Mr. Raja Singh
Hyatt Hotel / HR
Manager**

**+91 8809515004
raja.simgh@hyatt.com**

**Ms. BRISHALI SHARAM
Grand Mercure Hotel /
HR Manager**

**+91 9158882125
brishali.sharan@accor.com**

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 (AUG 2022 - JAN 2023) ASSOCIATE & 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.