

CURRICULUM VITAE

Eshant Rajput

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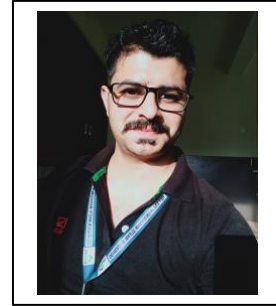
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Vill-Mahespur Kheri, Post-Bhojpur,

Distt-Bijnor (U.P.)

246731



Career Objective

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow and learn while fulfilling organizational goals.

WORK EXPERIENCE

2.5 year of experience at Dehradun **Waste Management Private Limited** (A Division of Ramky group) as an Executive (HR & Admin) from 01.08.2019 till 15 .11.2021.

2.5 Years of experience at Transhealth Pvt Ltd (A division of Translumina Therapeutics) from 16.11.2021 to 20.07.2024

Currently working with Antalya hotel by divine Ganga Cottage from 1.08.2024 to till date.

KRA in Antalya Hotel by Divine Ganga Cottage

- Oversaw the recruitment and onboarding of new employees, ensuring a smooth transition into the organization.
- Facilitated seamless employee onboarding processes, ensuring new hires are fully prepared for their roles.
- Managing daily manpower-related issues, including absenteeism and other operational needs
- Implemented HR policies effectively to maintain organizational standards and compliance.
- Managed performance evaluation procedures to enhance employee productivity and engagement.
- Directed administrative tasks including timely bill payments, Accommodation Management.
- Conducted exit interviews and managed off boarding processes for departing employees.
- Managing employee engagement activities, staff welfare, and corporate social responsibility initiatives.
- Maintain Employee personal File & master data.
- Attendance Management through the Nami software, Manual.
- Maintaining the leave record of employees
- Looking the Training & Development.
- Looking the police verification of employees
- Processed payroll for 150 employees efficiently while ensuring compliance with company policies and regulations.
- Enrollment Of new joining In ESIC & PF
- Generating & Submission the Challan of ESIC and PF.
- Maintaining the Compliances Registers .
- Generating the Appointments letter and confirmation Letter.
- Issue letter to the Absconding Employees
- Head Count Management
- Handling Grievances of employees

- Managing the Cafeteria .

KRA in Trans Health Private Limited. (A division of Translumina Therapeutics) NOVEMBER'21 TO AUGUST'24

- Looking overall Recruitment
- Maintain Employee personal File.
- Maintaining the master File.
- Attendance Management
- Maintaining the leave record of employees
- Maintaining the Employees training record
- Dealing with ISO 13485 Audit.
- Looking the police verification of employees
- Payroll Processing of 200 employees
- Maintaining the muster roll Register, (Form No 12).
- Enrollment Of new joining In ESIC & PF
- Generating & Submission the Challan of ESIC and PF.
- Maintaining the Accident Register (Form No 23)
- Maintaining the Register of Deduction for Damage or Loss (Form No 20)
- Maintaining the Overtime Muster Roll (Form No 10)
- Maintaining the Register for national Holiday (Form No 2)
- Looking the Employee engagement activity.
- Generating the Appointments letter and confirmation Letter.
- Issue letter to the Absconding Employees
- Maintaining the Bonus Sheet
- Setting up the PMS of employees.
- Head Count Management
- Handling Grievances of employees

Administrative Exposure

- **Looking After House Keeping Team**
- **Cafeteria Management**
- **Employee Welfare.**
- **Security Management.**
- **Managing the transportation Facility for employees**

KRA in waste Management Company. (Ramky Group)(AUGUST'19 TO NOVEMBER'21)

- Handling Daily Manpower related issue, managing absenteeism and helping the operations.
- Handling daily abnormal incident happened, accidents.
- Handling Labour strikes and other related issues.
- Maintaining a healthy coordination among different departments and employees towards achieving common goal of the organization.
- Interacting with Municipal corporations officials.
- Handling labour related issues, grievances
- Looking after Employee Engagement Activities, staff welfare and CSR activities.
- Identifying training need and managing and managing training to staff and other manpower.
- Setting KRAs of employees, looking after PMS & Mid Year reviews in time bound manners.
- Providing work safety environment and taking care of workers during Covid Pandemic.
- Payroll processing of 300 Personal in software and in excel.
- Dealing with statutory Compliance Audit.
- Preparing master roll and generate wages slip.
- Enrollment of New Joinee in PF &ESI portal.
- ESI &PF Challan- Generation and Submission.
- Update worker's KYC and other information's on ESI &PF
- Complete looking After all Administrative work (Timely deposition of Electricity Bill, Guest House Management, Green Belt, House Keeping)
- Preparing Daily, Monthly HR MIS sending to Management.
- Generating Appointment letter.
- Recruitment of Workers.
- Maintaining Leave Record of Employees.
- Maintaining personal File of employees.
- Head count Management
- Looking overall Workplace operation, Manpower monitoring and management.

Administrative Exposure

- **Looking After House Keeping Team**
- **Cafeteria Management**
- **Employee Welfare.**
- **Security Management.**
- **Looking After Green Belt Team.**
- **Admin Monthly MIS.**
- **Speak to Management site related issue in Admin Meeting.**

Achievements

- Participated in **Debate** Competition held in college in 2015.
- Participated in XVth U.P. State **(I.T.F.)** Taekwondo-Do Championship organized by Bijnor Distt. Taekwondo-Do Association.

Seminar/Presentations/Workshops Attended

- Attended 4 weeks **Entrepreneurship Development Programme** organized by TBI-KIET, Ghaziabad from 27th of November 2017 to 26th of December 2017
- Participated in National Seminar on **GST** as a Speaker conducted by Krishna College of Science & Information Technology, Bijnor

Academic Qualifications

Master of Business Administration (MBA), (HR & IB)

Year of Completion: 2019

Adam Smith University of America

Aggregate Grade: **B+**

Bachelor of Business Administration (BBA)

Year of Completion: 2017

MJPRU, Bareilly

Percentage: 72%

M.com

MJPRU, Bareilly

XII (Senior Secondary), Commerce

Year of Completion: 2014

CBSE Board (GREEN FIELD PUBLIC SCHOOL, KIRATPUR, BIJNOR)

Percentage: 60%

X (Secondary)

Year of Completion: 2012

CBSE Board (GREEN FIELD PUBLIC SCHOOL, KIRATPUR, BIJNOR)

CGPA: 6.8

Courses

Ms-Excel (Basic)

March 2019-April 2019 Alliance Computer Education. (Kiratpur,Bijnor).

IT Skills Proficiency/software Skills

- MS Office Tools (Word, Excel, Power Point), Windows 7, 8, 10
- Easy Time Pro
- Darwin Box
- Nami Software
- HR One software
- On Time soft ware

Personal Details

Father's name	Mr.Vedprakash
Date of Birth	10/04/1997
Marital Status	Unmarried
English Proficiency (Spoken)	Intermediate
Hindi Proficiency (Spoken)	Intermediate
Hobbies	Playing Badminton & Cricket.

Declaration

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

Date:

Place:

(Eshant Rajput)