

VJ

VIVEK JAKHMOLA

Profile



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SUMMARY

Efficient professional in human resources management, known for productivity and ability to complete tasks with precision. Possess specialized skills in employee relations, regulatory compliance, and recruitment processes. Excel in communication, problem-solving, and teamwork, ensuring smooth HR operations and positive workplace environment. Human Resources Assistant with passion for performing support duties and process work within HR department. Skilled at multitasking, handling appointments, organizing and preparing reports and logs. Follows procedures and applies HR knowledge to accomplish tasks and duties. Efficient Human Resources Assistant performs variety of clerical and technical support services for HR department. Supports pre-employment, staffing, and on-boarding processes and troubleshoots issues to meet company needs. Exhibits high level of discretion to handle sensitive and confidential information. Focused professional experienced in office management and staffing support. Talented at training new hires, managing employee files and screening potential employees. Adaptable and willing to go extra mile and learn new tasks. Skilled HR Assistant with experience in recruitment, employee relations, and benefits administration. Strong skills in communication, problem-solving, and maintaining confidentiality. Demonstrated ability to streamline processes for efficiency and contribute positively to team dynamics. Proven track record of fostering positive workplace culture through effective management strategies. Experienced in fast-paced environments and adaptable to last-minute changes. Thrives under pressure and consistently earns high marks for work quality and speed. Recent graduate with excellent research, technical, and problem-solving skills. Detail-oriented and able to learn new concepts quickly. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

EXPERIENCE

The First View Hotel,Lansdowne(Mar2024 to Sep2024)

- Assisted candidates with application processes by answering questions about application, performing background checks, providing I-9 forms and handling drug screening paperwork.
- Created monthly reports summarizing employee absences and latenesses along with any corrective action taken.
- Organized and attended hiring events and participated in job fairs to network with potential candidates.
- Filed documents, delivered mail and performed bookkeeping to facilitate office operations of HR department.
- Conducted exit interviews to identify reasons for employee termination or resignation.
- Facilitated new hire orientations and employee training sessions.
- Assisted in conflict resolution processes and acted as a liaison between employees and management.
- Supported the performance review process by collecting and summarizing employee evaluations.
- Participated in HR training and workshops to improve skills and knowledge.
- Worked with HR department to devise and update policies as needed for corporate accountability and workplace health.
- Maintained employee records in compliance with state and federal regulations.
- Processed onboarding paperwork for new hires and rehires.
- Searched employee files to obtain information for authorized persons and organizations.
- Assisted in developing job descriptions and person specifications.
- Assisted in the recruitment and interviewing process by scheduling interviews, coordinating pre-employment testing, and providing administrative support to hiring managers.
- Assisted in developing company policies regarding wages and working conditions.
- Coordinated training schedules and filed crucial administrative paperwork.
- Scheduled appointments, meetings and conferences with employees to discuss and mitigate personnel issues.
- Initialized background checks for potential new hires.
- Prepared materials and reports for compliance audits

EDUCATION

- **High School Diploma**
A.V.N School
Haldhukatha Kotdwara | May 2016
- **Higher Secondary**
B.B.S School
Motadhang Kotdwara | May 2018
- **Bachelor of Commerce/Business, Accounts, Economics**
S.D.S.U.V University
Kotdwara | Jun 2021
- **MBA|HR**
U.P.E.S University
Kandoli, Dehradun | Jun 2024

KEY SKILLS AND CHARACTERISTICS

- Record preparation
- Job posting
- Onboarding support
- Training coordination
- Employee training
- Clerical support
- Workforce planning
- Employee relations
- Meeting preparation
- Interview scheduling
- File maintenance
- Exit interviews
- Human resources records
- Application tracking
- New employee onboarding
- Background checks
- Employee engagement
- Recruitment management
- MS Excel
- Problem-solving
- Organization and time management
- Flexible and adaptable
- Training & Development
- Time management
- Leadership
- Team management
- Month-end reports
- General ledger entries
- Month-end documentation
- Report preparation

