

Curriculum Vitae

Candidate Details:



Name: Pawan Kumar

Date of Birth: 10th December 1999

Specialization: 3 year Degree (Hotel Management)

Master's in Human Resource Management (HRM)

Career Objective:

To take challenging responsibilities & discharge the same in a well dignified manner with evergreen willingness to learn. To continuously enhance and apply my skills & knowledge in the field of Human Resources and thus contributing my best in the process of achieving Organizational objective.

Be part of an organization that offers potential growth, advancement opportunities & stability. To perform at the maximum, extend of my abilities in an organization with complete dedication & sincerity towards work.

Degree	Year	University	Institute	Subjects
M.B.A	2022	Abdul Kalam Technical College Lucknow	Anand Engineering College	M.B.A in Human Resource Management
3 years Degree in Hotel Management	2020	Abdul Kalam Technical College Lucknow	Heritage Institute of Hotel & Tourism Agra	Hotel Management
Senior secondary	2017	U.P Board Allahabad	Netaji Kishori Lal inter College Agra	English, Physics, History, Chemistry, Hindi.
Higher Secondary	2015	U.P Board Allahabad	Lal Bahadur Shastri inter College Agra	English, mathematics, science, Sanskrit, Hindi, history.

Computer Proficiency:

- Basic knowledge of computer.
- Advance Diploma in Software Programming (A.D.S.P)
- Human Resource Software Knowledge of I.D.S.

Professional Experience:

- Completed 6 Months Internship from Hotel **Taj Bekal Resort & Spa Kasargod, Kerala**.
- Complete **Job Trainee** in Human Resource from **St Laurn -The Spiritual Resort, Shirdi** from 25th June 2018 to 27th December 2018.
- Worked with **Hyatt Regency Ahmedabad** as a **Human Resource Associate** from 05th Jan 2019 to 07th June 2020.
- Worked with **Ramada By Wyndham Gandhidham** as a **Human Resource Supervisor** from 12th June 2020 to 1st January 2022.
- Worked with **Holiday Village Resort Gandhidham** as a **Human Resource Executive** from 03rd January 2022 to 15th January 2023.
- Worked with **The Ummed Hotel Ahmedabad** as a **Human Resource Executive** from 18th January 2023 to 27th November 2023.
- Currently worked with **Holiday Resort & Spa Gandhidham** as a **Assistant Human Resources Manager** from 29th November 2023 to till now.

Personal & Administration Activities :-

- Salary & Wages administration, Time Office administration, Liaison with Govt. officers & Local bodies, Supervision of issuing of various welfare items. Contractor worker's management, Statutory Compliances etc.

Industrial Relation :-

- Disciplinary action, Discharge & Termination activities by following the Standing order and Industrial Dispute Act.,

Training and Development :-

- Aria identify for training designation the Annual Training Calendar, Organizing the in house Training programs, Feedback analyses and discussion with faculty, training data Management.

MIS :-

Preparation of various reports as desired by the management for making important decisions & also indicating the performance of department. Information about labor cost department wise as well as product wise.

ROLE & RESPONSIBILITY:-

- Handling entire monthly payroll process, attendance and maintain leave record of the unit.
- Responding to employee queries on policies/processes & especially salaries related problems.
- Make an employee's identity cards, food cards and maintain the Cafeteria Register.
- Especial attention towards the Industrial trainees & prepare the schedule for training period in respective department in the Hotel.
- Introducing of all kinds of necessary HR formats like FTC letter, Appointment letters /Offer letters /Exit interview form etc.
- Developed & implemented corporate policies and other relevant documentation.
- Organizing the recruitment of staff, coordinating interviews, checking references.
- To look into all the joining formalities of new employee.
- Key result areas (KRA) & Performance Appraisal and induction.
- To maintain all the records of employees in **IDS** software.

Achievements:

- Achieved Wine Knowledge Certificate by Shristi University Owner.
- Achieved an **APPRECIATION LETTER** from Human Resource Department **Extra Ordinary Performer Award Month in the Month of August 2022** from Hotel Holiday Village Resort, Gandhidham.

Career Interests:

- Simple living and High Thinking.
- Teaming up with the peoples from all Departments.

Hobbies and Interest:

- Traveling, Listening to music and Interacting with New People.

Area of Interests:

- Human Resource

Details: Contact

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8630580154

E Mail ID: -

Pawankumar28455@gmail.com

Marital Status: Unmarried

Language Known: English, Hindi,

Nationality: Indian

Father's Name: Mr. Mukesh Chandra

Declaration:

I hereby declare that the above information is correct to the best of my knowledge.

Date: -

Pawan Kumar