

Rajvardhan C. Yadav

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OBJECTIVE

To evolve as a professional by creating an opportunity to work with an organization, which recognizes one's innovative abilities & encourages individual growth, while seeking a challenging career path.

TECHNICAL SKILLS:

Microsoft Office, MS Office, Excel, Ascent (Software)

WORK EXPERIENCE:

Organization: Enzene Biosciences Ltd. Chakan, Pune.

Designation: HR Assistant

Duration: March 2024 to Present

Payroll:

- Checking attendance through system and gate register.
- Updating attendance sheets and distributing to Supervisors.
- Update employee master in Excel and upload in Ascent software.
- Maintaining employee personal files.

Recruitment:

- Co-ordinate with Recruitment team.
- Conduct preliminary telephonic interviews with candidates.
- Communicate with hiring manager and schedule face-to-face interviews.

Onboarding:

- Conduct joining formalities and orientation for new employees.
- Conduct short Hop-on-Hop-off tours.
- Complete necessary paperwork.
- Provide necessary tools (laptop, software access).

- Provide an overview of policies and procedures.
- Background verification.

Employee Engagement:

- Organize employee birthday celebrations and festivals.

Internship:

Organization: Menon Alkop Pvt. Ltd. Kolhapur

Designation: HR Trainee

Tenure: Dec 2022 to Sept 2023

Academics:

MSW in (**Human Resources Management and Labour Welfare**) from Chh. Shahu Institute of Business Education and Research, Kolhapur (2021-2023)

B. Com from S.G.M. College, Karad, Satara (2021)

HSC from SNK College, Kadegaon, Sangli (2018)

SSS from NESK Kadepur, Kadegaon, Sangli (2016)

PERSONAL DETAILS:

- **Date of Birth:** 25th Nov, 2000
- **Gender:** Male
- **Marital Status:** Unmarried
- **Nationality:** Indian
- **Languages Known:** English, Hindi, Marathi
- **Hobbies:** Travelling, playing cricket, watching movies.
- **Permanent Address:** A/P Kadepur, Tal-Kadegaon, Dist-Sangli
- **Current Address:** Chinchwad, Pune.

Declaration:

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

Date:

Place:

Signature
(RAJVARDHAN C. YADAV)

