

Atma Prakash

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Career Objectives:

Experienced HR & Admin professional with 4 years of expertise in employee relations, office management, and compliance. As well as recruitment & hiring and managing end-to-end HR functions, attendance and Payroll Processing, and EPFO & ESIC Compliance, Proficiency in using software (like ESSL and Spine, others) for efficient and accurate payroll processing, and policy development to foster a high-performance culture and drive employee satisfaction in a forward-thinking organization.

Academic Qualification:

Qualification	Board/University	Year passed	CGPA/%
MBA (Marketing and HR)	Gautam Buddha University, Greater Noida	2019	6.50
B Tech (BT)	I.F.T. M. University, Moradabad	2017	75%
XII	UP Board	2013	61.8%
X	UP Board	2011	58.16%

Company: Merwans Confectioners Pvt. Ltd.

Duration: 01st Oct, 2023 to Current

Designation: HR & Administrative Executive

- Handling Recruitment- talent acquisition, managing the entire life cycle of telephonic Interviews (Schedule face-to-face/), Compensation Negotiation, On-boarding, Engagement, Grievance Redressal, and Exits.
- Initiating the Performance Appraisal Process of employees along with their reporting managers
- Sourcing profiles to build an effective pipeline through employees' referrals, **job portals**, and through **networking platforms**.
- Performance Management—Coordinate appraisal cycles, feedback mechanisms.
- Maintain records, ensure legal compliance, maintain HRIS systems, ensure labor law compliance, and manage HR documentation.
- Collaborate with finance to process **attendance**, **leave** tracking, and **payroll**, manage benefits, and resolve **compensation** queries.
- Payroll Systems Management: Proficiency in using payroll software (like **ESSL and Spine**, others) for efficient payroll processing.
- Regular practice: daily preparation of the manpower report and report to my superior.
- Generate and submit challans, ECRs, and compliance reports.
- Manage office operations, handle communication, Document management, Support HR functions, **Travel and logistics**, etc.
- Oversees day-to-day **administrative** functions such as **facility management**, procurement, and **vendor coordination**.
- Organizes executive meetings, prepares agendas, and follows up on action items.

Company: Creative-Technology**Duration: 09th Feb, 2022 to 23th Sept 2023****Designation: HR & Admin Executive**

- Handling Recruitment- talent acquisition, resource assignment. Managing the entire life cycle of HR Operations-Interviews (face to face/telephonic),
- Maintaining personnel records, internal and external compliance, and managing Best HR practices.
- Organizing cultural and professional events/meets, day-to-day operations (travel bookings, attendance regulations, logistics management, salary verification, employee feedback, etc.)
- Assist the HR manager in planning the organizational recruitment.
- Make the joining documents for recruiters.
- Convey the policies and rules to the employees.
- Maintain the records of employees.
- Track the daily attendance of the employees.
- Conducting discussions with client stakeholders to understand the resource demand.
- We are conducting a review of the existing resources to identify any gaps.
- Developing job descriptions & advertisements for various channels to source candidates.

Project / Training:

- **Company:** Fare Labs Private Ltd, Gurgaon.
 - “Studied on Microbiological profile of Food & Water Consumed in India” Duration (3 Months from 5th June, 2016 to 5th September, 2016.
- **Company:** IEST.
 - Dwarka Sector 9 (New Delhi) (Social Media Marketing) Duration: 1st June 2018 to 15th July 2018.

Personal Abilities and Skills:

- **Human Resources skills**
 - MBA (Marketing & HR)
 - Strong interpersonal and communication skills
 - Proficiency in HR software (e.g., ESSL, Spine for payroll and EPFO & ESIC, etc.
 - Sound knowledge of labor laws and HR best practices
 - Ability to multitask and prioritize in a dynamic environment
 - High emotional intelligence and problem-solving ability
 - Always ready to accept a challenge
 - In-depth knowledge of EPF & ESIC Acts and compliance procedures.
- **Administrative skills:**
 - Supervise office operations, facility management, and vendor coordination.
 - Manage the procurement of office supplies and equipment.
 - Ensure adherence to safety, hygiene, and security protocols.
 - Organize company events, meetings, and travel arrangements.
 - Handle documentation, filing systems, and internal communication.

Strengths:

- Positive attitude and positive reinforcements.
- Time management
- Hard working
- Self-confident

Computer Proficiency:

- Microsoft Office: (Word, Advanced Excel, PowerPoint)

Extra-Curricular Activity:

- Actively participated in different activities like organizing different events at the school and College level.
- Actively participated in activities like managing and collaborating students' welfare programs.

Personal Details:

- Date of Birth: 3rd July, 1995
- Nationality: Indian
- Marital Status: Single
- Languages known: Hindi & English

Declaration:

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