



## HEMRAJ YADAV

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### Objective

Human Resources Assistant with 4 years of experience preparing flawless presentations, assembling facility reports and maintaining the utmost confidentiality, Possesses a B.A. in Political Science and expertise in Microsoft Excel, Looking to leverage my knowledge and experience into a role as HR Assistant.

### Summary of Qualifications

- Proper knowledge of data entry and office administration.
- Proficient in developing office procedures and forms to improve efficiency.
- Handling all confidential information in a professional manner.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Good communication skill with variety of professionals, staff and clients.
- Well versed with MS Office (Word, Excel & PowerPoint) and Internet Applications
- Directing the office correspondence, mail management.

### Professional Experience

#### **RAJASTHAN FLEXIBLE PACKAGING LIMITED (KOTPUTLI)**

July 2014 to Present

##### **HR Assistant**

- Maintaining an electronic and hard copy filing system.
- Providing training and orientation for new staff.
- Coordinating and arranging repairs to office equipment.
- Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.
- Scheduling meetings and preparing agendas for them.
- Effective organizational skills.
- Resolving administrative problems.
- Supervising & resolve problem of other clerical staff.
- Scheduling and delegating administrative tasks.
- Creating presentations and writing up reports.
- Ability to type at 35+ wpm.

#### **Ultra tech Cement Ltd (Kotputli Plant)**

2013 to June 2014

##### **Time Keeper**

- Access an employee's timecard from any computer
- Adjust (hours) hours worked and any time off (leave) an employee has recorded
- Approve an employee's timecard at the end of each pay period
- Have visible access to an employee's time worked and leave.
- View an employee's vacation, sick leave, and comp time balances and total hours worked.
- Assist supervisors with questions regarding their employee's timecard
- Create custom Hyper finds to view select employees based on a set of requirements
- Sign-off on departmental timecards



## Education

<b>Tally 7.2, 0.9,9 ERP</b>	2013
Nice computer Education, Kotputli(Jaipur)	
<b>Graduation (B.A.)</b>	2013
S.H.M. COLLAGE, KOTPUTLI (Affiliated to Rajasthan University)	
<b>Intermediate (12<sup>th</sup>)</b>	2009
Govt. Sr. Sec. School, Pragpura (Jaipur) (Affiliated to Rajasthan Board)	

## Skills

- Confidential Correspondence & Data
- High Volume Schedule Maintenance
- Editing & Proofreading
- Written & Oral Communication
- Document Creation & Maintenance
- Information Resource
- Knowledge of Office Equipment
- Administrative Support
- Alphanumeric Filing
- Typing & Data Entry
- Efficiency Improvements

## Interest & Hobbies

- Work to get something new with day
- Playing cricket

## Passport Details

- Passport No. – P 9194661
- Expiry Date – 21 March 2027

## Other Personal Details

Date of Birth: - 01-April-1991  
Father's Name: - Sardar Mal Yadav  
Marital Status: - Married  
Sex: - Male  
Nationality: - Indian

I hereby declare that the above- mentioned information is correct up to my knowledge and I bear the Responsibility for the correctness of the above-mentioned particulars

**HEMRAJYADAV**