

I am working as a HR professional with **4.5 years** of Experience. I have exposure on multiple key HR activities. My passion towards work makes me stand apart and my interest to learn new things puts me atop.

FUNCTIONAL SKILLS

1. Recruitment & Selection

- a. Identifying the candidates for suitable match as per requirement & sourcing through different Portals.
- b. End to End IT/non IT Recruitment, through various job portals Naukri.com, LinkedIn.
- c. Closing the positions on TAT
- d. Interview scheduling, follow up and status updating to candidates.
- e. Background Verification and Reference Check.

2. HR Generalist Activities

- a. New Hire Orientation & Induction.
- b. Dealing with employees Onboarding & Exit formalities.
- c. Responsible for Time attendance, Leave management for the payroll.
- d. Handling all Yugasa's account transacting activities.

3. HR Operations

- a. Maintaining employee records, Identification and verification of mandatory documents for business need.
- b. Employee Personal File Audit & Management
- c. Efficient in CTC Calculation (TDS, ESI, EPF)

PERSONAL QUALITIES

- a. People's Person.
- b. Ability to deal with difficult situations.
- c. Genuine interest in employee engagement, employee welfare & HR Generalist activities. Calm under pressure.

EMPLOYERS

Company: - Yugasa Software Labs pvt Ltd.
Joining date: Feb 2016 to till current.
Designation: - HR Manager
Notice Period: - 30 days.

EDUCATION CREDENTIALS

Post-Graduation:- Master of Business Administration (HR & IT); 2018 with 70%
Bachelor :- Bachelors of Engineering (CSE); 2014 with 65%

PAST TIME

- ☐ Interest towards Music
- ☐ Playing Computer Games.

SKILLS:

- Good Communication and Learning Skills,
- Always ready to learn new things.

Strength

- Never give up
- Team player with leadership skills.
- Keen learning skills and an ability to imbibe new knowledge and technologies.
- Strong mathematical and analytical skills with excellent domain knowledge and technical expertise.
- Interpersonal skill with ability to work within specified deadlines.

Hobbies

- Travelling
- Playing Chess
- Cooking

PERSONAL DOSSIER

Father's Name	:	Umang Bhatnagar
Gender	:	Male
Date of Birth	:	15 July 1994
Languages known	:	English&Hindi
Temporary Address	:	Delhi

(Umang Bhatnagar)