

TARUN RAWAT

Permanent Address - Sainik Colony chamunda mandir Kashipur ,Uttarakhand

Current Address - Vaishali sec 3 Ghaziabad

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization. To use my knowledge to my best potential and contribute to the growth of organization by working with a team of highly experienced professionals and to get a challenging career in the field where there is opportunity to learn more.

EXPERIENCE

Waays & Solutions

October-2016 - June-2018

HR Recruiter

End to End Recruitment

Handling Non IT profiles

Client Handling

Salary Negotiation

HyrEzy Talent Solutions

September- 2018 - August-2019

HR Recruiter

End to End Recruitment

Handling IT and Non IT Profiles

Client Handling

Salary Negotiation

Worked on PHP developer, Magento, Java, Javascript

Worked on Naukri , shine portal

Hirist, IIM Jobs, LinkedIn search

SKILLS

Recruitment, Manpower Planning,
Training & Development

ESIC AND PF

Knowledge of Portals (Naukri.com ,
Shine , Monster , Hirist , IIM Jobs

Knowledge of Microsoft Office

LANGUAGE

English ,Hindi

ACHIEVEMENTS & AWARDS

Participated in sports (football, cricket &
volleyball) at school level.

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Novemeber-2019 - Till now

HR Executive

Taking first round of interview and shortlist candidates for next round of interview

Taking care of Recruitment and Vendor Management.

Responisble for taking first round of interview on call, skype.

Employee Engagement Activities like monthly birthday celebration ,festivals celebration.

Handling Petty Cash , stock maintenance , Attendance maintenance,Leave management

Handling the Biometric machine and enroll new employees into it.

Induction and Orientation of new employees.

Prepare MIS of new employees and enter into the excel.

Joining Formalities, Exit formalities and company policies.

Organize office parties and fun activites and coordinate with the vendors accordingly.

Knowledge of ESIC and PF .

Handle Employee Grievances and Performance Appraisal of employees.

Coordinate with the maintenance department and handle the queries related to office.

EDUCATION**IMS NOIDA**

2016

PGDM-Human Resource

Jagannath University Jaipur

2013

B.Tech- Computer Science

Chhauni Childrens Academy (CBSE)

2009

12th

Chhauni Childrens Academy (CBSE)

2007

10th

PROJECTS**Understand Manpower Planning**

Project on To Understand The Manpower Planning in MMTC .

INFORMATION

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

HOBBIES

Love to play outdoor games (Cricket ,Football, Volleyball)

Net Surfing

