

# Prashant Prasad Munda

## PROFILE

I am a Goal Oriented person that can mold himself into any culture and process. Looking for a career into HR and Admin Domain.

**Preferred Location: Gurgaon, Delhi, Noida**

## CONTACT

PHONE:  
+091 - 8826937201

LINKEDIN:  
<https://www.linkedin.com/in/prashant-prasad-3530ab115>

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Prashantprasadnintin96@gmail.com

## FAMILY

Mother's Name: Shakuntala  
Father's Name: Jamuna Prasad  
Address: New Delhi – 110064  
DOB: 19 August, 1996  
Gender: Male

## SOFTWARE

Microsoft Office  
Recruitment Portals  
Applicant tracking System

## ACTIVITIES AND INTERESTS

Travel  
Gaming  
YT Surfing  
Great food

## WORK EXPERIENCE

### HR Coordinator

**RIMS Bizzserve Private Limited – Gurgaon, Haryana**

Jan 2019 – Jan 2021

#### Recruitment and Administration

- Handling recruitment through various job portals (Naukri, LinkedIn, Facebook, Internal Database)
- Developing, revising and implementing HR policies and procedures.
- Perform orientations and update records of new staff also Maintain both hard and digital copies of employees' records.
- Employee Engagement activities.
- Assist with all Grievances and counseling.
- performing reference checks and issuing employment contracts.
- Assist with performance improvement programs like awards and recognition.
- Keep up-to-date with the latest HR trends and best practice.
- **Administrative Related Activities**- Vendor Management, Housekeeping, stationary, data management, petty cash management etc.
- **Payroll processing (Attendance,EPF,TDS,Insurance)**
- **HR Policies and Employee welfare**

### HR Intern

**Collegedunia Private Limited – New Delhi**

- Learned the Basics of how Human resources Department operates in an MNC

## EDUCATION

**NMIMS Global Access School For Continuing Education**

PGDM - Jan 2021 to Present

**Bharti Vidyapeeth Deemed University – New Delhi**

Bachelor's in BBA in Commerce - July 2015 to April 2018

**Shadley Public School– New Delhi**

CBSE - April 2014 to March 2015

## KEY SKILLS AND CHARACTERISTICS

- Recruitment
- Friendly, courteous, and objective oriented
- Can work under pressure
- Hardworking
- Initiative