

Arpit Khandelwal

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Gumlapura, Anekal, Bangalore. Pin: 562106

Objective

To pursue a challenging career by contributing in the value chains of the company and in process augment my knowledge and interest in the Marketing & Sales.

Academic Qualifications

Degree	University	Year of Passing	Percentage %
MBA –HR	Bhartihar University, Bangalore	2018	Pursuing
PGPM – Supply Chain	Autonomous	2018	Pursuing
B.com	Rajasthan University	2015	45 %
Higher Secondary Certificate	Rajasthan Board	2012	52 %
Secondary School Leaving Certificate	Rajasthan Board	2010	52 %

Personal Skills

- o Creative and Goal oriented.
- o Capable to work independently.
- o Extrovert and Social.
- o Sporty Person.
- o Honest and has sense of responsibilities.

- o Highly motivated, reliable, confident and committed to professional Standards.

Experience

- o **Kotak Mahindra Bank (On rolls of GK HR Consultant) as a HR Partner** (13th July, 15– June 31st, 2016).
- o **Rajendra & Ursulla Joshi Skill Development Pvt. Ltd. as a Assistant Manager HR.** (8th April,2014 – June, 15th)
- o **Pull In Jobs as a HR Executive** (March,2013 – March, 2014).

Areas Of Exposure

Talent Acquisition

- o Anchoring the entire Recruitment Life Cycle including screening of resumes/monitoring of scheduler-teams/ arranging interviews/ salary-fitment/ and post-offer resolution of candidate-queries.
- o Devised resourcing strategies and implemented processes to ensure target achievement.
- o Worked extensively on recruitment & selection process improvement.
- o Responsible for workforce planning in consultation with Manager HR / Business Heads.
- o Identifying critical, unique/niche and positions for building a talent pipeline.
- o Track & analyse performance of sources of recruitment like consultants, Employee referrals, Job sites etc& re-align if necessary.
- o Actively involved in identification of Interview Panels for Recruitment
- o Drives and Faculty for Training Programs.
- o Effective implementation of Employee Referral Program.

Orientation

- o Designed and implemented the Induction & Orientation programs for all new recruits in the organization.
- o Managing and Conducting Induction programs thereby facilitating the smooth integrating of the new employee into the organization culture.

Internship

- o Internship at **Kotak Mahindra Bank Ltd.** (July, 2017 – Aug, 2017)

Industrial Visit

- o Industrial visit at **Toyota** . (Oct, 2016)
- o Industrial visit at **Coca Cola Ltd.** (April, 2017)

Certificate

- o Project management certificate.
- o Sports management certificate program.
- o Uber case study certificate.
- o SAP certificate.
- o Six Sigma certificate.
- o Runner-up certificate & Silver medal in Football.
- o Runner-up certificate & Silver medal in Volleyball.

Achievements:

- o Runner-up in college Football sports meet.
- o Runner-up in college Volleyball sports meet.
- o Worked as a Organizer for Student Of The Year, Annual Fest & Farewell in college.
- o Got an award for best organising committee in college.
- o Member of Organizing committee in college.

Extra-Curricular Activities

- o Active Member of Global Social Foundation.
- o Participate in Uber HR Case Study.

- o Participate in CSR activities.
- o Participate in SMCP.
- o Participate in Blood Donation Camp.

Activities of Interest

- o Football
- o Cricket
- o Volleyball
- o Table Tennis

Personal Details

- o Date of Birth : Sep 21, 1994
- o Father Name : Mr. Surendra Kumar Badaya
- o Mother Name : Ms. Krishna Badaya
- o Nationality : Indian
- o Languages Known : English, Hindi
- o Permanent Address : A-160, Nehru Nagar, Pani Pech, Jaipur - 302016

Declaration

I hereby declare that all the statements made in the above application are correct to the best of my Knowledge and believe.

Date:

Place:

ARPIT KHANDELWAL