
HRIDAY SHANKAR UPADHYAY



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Work Experience

Aug-18 To Present *Arsha Infra Developers Pvt Ltd – Lucknow, India*

HR Executive

A key contributor in the HR process from start to finish. Assisted with all Recruitment, Induction, Attendance, Salary, Incentive, Over Time, Liaising with other agencies, Legal Process, Staff benefits, Entertainment by Employee engagement programme, Long term absence management, Reward & Recognition, Employee relations, Personal file maintenance, MIS on Excel. Anti-Bribery Training.

July-15 To Dec-17 *Denave India Pvt Ltd – Noida, India*

HR Executive-Payroll

Created and keep evolving a vision for smooth payrolling & reimbursement to manage our clients and 6500+ employee headcount in the best possible way. Used audit learning theory to perform the assigned task - payroll, Incentive, International reimbursement, Bonus & to maintain monthly and yearly records of pay outs.

Direct cold call conversation with clients on specific issues. Made strategy to handle difficult or rude employees and managers.

Keeping all the conversation records on mail.

Also engaged with recruitment & Operations colleagues for deal with complex ER cases.

Regular coordination with Finance Dept. to ensure the transfer of required funds.

Oct-14 To Feb-15 *Country Club India Ltd – Surat, India*

Assistant HR

Worked as Generalist and learned about Hospitality Industry by performing the various opportunities as, Delivered and implemented work culture programme for personal by training.

Act as first line of contact for line managers on employee related issues. Another part of Job was – Personality &

Grooming checks of employees, organizing employee engagement programmes for Motivation. Reward and

recognition programme to get best output & quality service for

guest. Including this all HR Functions, Salary, Attendance, Over Time, Incentive, Keeping file records.

Leading on investigations, grievances, disciplinary, appeals and employee relations including salary deductions.

July-14 To Sept-14 *Lords Hotels & Resorts Pvt Ltd*

HR-Intern

Started practical training on different HR Functions. Joining Formalities, Induction, Documentation, Muster Roll, Attendance, Time Office, rotational shift, Daily morning meetings, Salary process, Dealing with employees, MS Excel, MIS, Coordination with other departments.

Summary

Total Experience	3 Years
Education	MBA-HR (2012-2014)
Gender	Male
D. O. B	01-June-1990
Country	India

I confirm that the information provided me is true to the best my knowledge and belief.

Date
Hriday Shankar Upadhyay