

**9555876999,9811751901****subash\_1980\_007@yahoo.co.in****T-686, E/2,  
Bhola Nagar  
Kotla Mubarak Pur  
New Delhi-110003  
Mob-****Email:-****Career Objective**

To reach the pinnacle of success in the field of Admin & HR and effectively use my knowledge in an environment conducive to learning and continuous improvement. I believe that my excellent communication, interpersonal skills combined with flexible and detail oriented attitude have developed strong relationship management, leadership and organizational abilities. A confident initiator with strong background possessing leadership qualities to take up new challenges & responsibilities.

**Professional Skills**

- ❖ Administration
- ❖ Communication Skill
- ❖ Team Working
- ❖ Working to strict Deadlines
- ❖ Problem solving ability to sustain hard work.

**Professional Experience****Current Employer: Group Management Services Pvt Ltd. Nov 2011 To Till Date****Job Profile at Group Management Service Pvt Ltd As Asst. Manager HR & Admin:**

Managing all HR activities

- Recruitment
- Payroll & Attendance
- Training & Development
- Performance Appraisal
- PF ESIC

Managing all Admin activities

- Petty Cash
- Hotel Booking, Ticket Booking
- Vendor Bills, House Keeping
- Arrangement of Hall for General Meetings & Training
- General administrations
- Clearance of employees expenses
- Event Arrangements (i.e. Seminars, Exhibitions, Birthdays, )

**Experience:**

**Godsons Management Services Pvt Ltd  
September 2008- November 2011  
Designation: Sr. Executive -HR & ADMIN**

**Roles & Responsibilities:**

1. Recruitment and Succession planning
2. Leave and Attendance management.
3. Joining Formalities and Documentation.

4. Preparation and distribution of all important letters (offer letter, warning letter, appraisal letter, termination letter, etc.)
5. Induction and Orientation
6. Payroll
7. Handling Employee Grievances on day - to - day basis.
8. Employee Engagement
9. Taking Exit Interviews.

## Experience at Reliance Capital Ltd

**Reliance Capital Ltd**  
**June 2007- August 2008**  
**Designation: Executive -HR**

### **Roles & Responsibilities:**

1. Recruitment and Succession planning
2. Leave and Attendance management.
3. Joining Formalities and Documentation.
4. Preparation and distribution of all important letters (offer letter, warning letter, appraisal letter, termination letter, etc.)
5. Induction and Orientation
6. Payroll & leave Management
7. Handling Employee Grievances on day - to - day basis.
8. Employee Engagement clear employee conveyance.
9. Taking Exit Interviews.

**Sr Executive- Human Resource Deptt:- Aalanz Automobiles Ltd**  
**( Authorise Dealer of MARUTI)**

(Jan. 2002 to June 2007)

(ISO 9001: 2000, Co. for Maruti Cars)

### **Roles & Responsibilities**

- Coordinate with Manage / stabilize the recruitment process of HR and line managers to get clarity on job descriptions, work level, industry & role specifics, convey the same to the Liaise with search search partners and ensure all their queries are answered.
- Partners to follow up for resumes, accurate and timely updating of the history Process applications for suitable check data, resume database management.
- Candidates through various channels-search partners, e-recruitment, employee Schedule, referrals & Coordinate with Coordinate candidate interviews.
- candidates, ensure that they are looked after while waiting for the panelists at Accurate and timely conduct of offer the time of interview & post-offer activities i.e. giving the file for remuneration fitment,
- Sending offer/appointment letters post upload of candidate information on software, Timely conducting reference checks and sending buddy and superior mails response of employee referral applications and maintain a clean slate on the Maintain .
- Timely regret mails sent to PR/Direct application candidates. Same Providing inputs for process improvements, and provide daily hiring status.

## Achievements

- Certificate of Excellence- General Admin 2013 Group Management Services

## Personal Competencies

- Good analytical skills
- Adaptable to changing situations, multi-tasking and ability to work under pressure
- Effective organizational, communication, presentation and interpersonal skills

## Education:

Master of Business Administration- HR & MKTG ( Sikkim Manipal University)	2007-2009
Bachelor of Commerce (Uttkal University)	1997-2000
H.S.C	1995-1997

Certificate course –Diploma in Banking &amp; Finance(Heromindmine—(IIBF)

2011

**Personal Dossier:**

- Date Of Birth 15<sup>th</sup> Jan 1980
- Father's Name Mr. Mathura Nand Pradhan
- Hobbies Watching Movies, News, Meet people, Travelling, internet,
- Marital Status Married
- Language Known English,Hindi,,Oriya
- Email subash\_1980\_007@yahoo.co.in  
subash\_180@rediffmail.com
- Mobile +919555876999
- Passport No M7556142

**DECLARATION**

I, Subash Kumar Pradhan here by confirm that the details and information provided above are true and correct to the best my knowledge and belief.

Date:

Place: New Delhi

(Subash Kumar Pradhan)