



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. Oct 2009 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:

**Group Management Services Pvt Ltd
September 2008- October 2009
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.

**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

Reliance Capital Ltd (Consumer Loan Products)

June 2007- August 2008

Project Title

“Loan to Retail Customer Segment”

- Market survey
- Swot analysis
- Relationship with the channel source
- Retention
- Customer satisfaction survey in Delhi especially in Automobile sector.
- Competitor's analysis.
- Business development

Project Details

Education:

Master of Business Administration- HR & MKTG (Sikkim Manipal University)

2007-2009

Bachelor of Commerce (Uttkal University)

1997-2000

H.S.C

1995-1997

S.S.C

1992-1995

Personal Dossier:

- Date Of Birth 15th 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)