

NITESH RAJ

Sr.HR Executive

Residence:

Email:

Phone:

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CAREER OBJECTIVE

Seeking a challenging career & responsible position wherein I can contribute to the best of my abilities, skills and efforts to the growth of the organization; a profession which would exploit my full potential to its maximum, and evolve me as a better professional throughout my career.

KEY SKILLS & EXPERTISE

- Fast Learner & Hardworking
- Good Team Player
- Can do multitasking
- Excellent managerial quality
- Good in Microsoft Excel

EXPERIENCE

Purple Seas Hospitality as an Sr.HR Executive

5th Dec, 2014 – Present

(Roles & Responsibilities)

❖ Recruitment

- Sourcing candidate that match desired skill.
- Screening the candidates by conducting telephonic or personal interviews as the case may be.
- Maintaining and updating employee data base.

❖ Induction and On-boarding

- Providing offer letter and letter of intent to the finalized candidate
- Giving a description on the policies, procedures and culture followed by the company
- Properly filing relevant documents of a new joiners
- Introducing him/her to the team and supervisor and or manager
- Coordinating with the IT team to get his/her mail id created

❖ HR Policies

- Making or Amending the existing policies & procedures.

❖ Attendance and Leave Records

- Keeping a track of the attendance of the employees.
- Maintaining leave tracker.

❖ Employee Engagement

- Team building activities on several occasions
- Done offsite & Onsite games for employees

❖ Exit Formalities

- Conducting exit interviews.
- Issuing relieving letter and letter of experience.
- Doing full and final settlement of the person.

❖ Compensation

- Payroll
- Provident Fund

❖ Statutory Compliances

- EPF & Miscellaneous Provisions Act -1952
- Factory Act - 1948
- Minimum wages Act -1948
- Contract labour Act- 1970
- Shops and establishment Act- 1954
- Bonus Act -1965

EDUCATIONAL QUALIFICATIONS

DEGREE	Percentage	Year
BBA (IMS, Noida)	59%	2011- 14
12 th	64%	2008- 09
10 th	66%	2007- 08

PERSONAL DETAILS

Date of Birth : 11-03- 92
Marital Status : Single
Gender : Male

I hereby declare that the above information and statements made are correct to the best of my knowledge & concern.

(Nitesh Raj)