Curriculum -Vitae

NIHAR RANJAN SAHOO

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Agra

Utter Pradesh

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**OBJECTIVE:**

A passion to feel the true sense of success, with the right execution of hard work and integrity while adding the sharpness of my managerial, analytical and most, important leadership skills for an organization.

**PROFESSIONAL QUALIFICATION:**

Completed M.B.A in HR and MARKETING from the COLLEGE OF ENGINEERING BHUBANESWAR under the Biju Pattnaik University of Technology, Odisha in 2008-2010

Completed LLB from THE LAW COLLEGE, CUTTACK under The Utkal University, Odisha in 2004-2007.

**ACADEMIC QUALIFICATION:**

Bachelor in ARTS under the Utkal University, Odisha in 2001-2004.

Intermediate in Arts under CHSE, Odisha in 1999-2001.

**WORK EXPERIENCE:**

**Name of the organization:** Sai Rojgar (Job Portal) a division of Sai India Consumer Services Pvt. Ltd.

**Deals with:** IT, Telecom, Fmcg, Fmcd, Health Care, Insurance and manufacture Plants

**Designation:** HR Executive

**Duration:** Sep 2010 to Dec 2012.

**Name of the organization:** FIS Global Business Solutions India Pvt. Ltd.

**Designation**: Team Member DX

**Duration**: Jan 2013 to Aug 2013.

**Name of the organization:** PNC Infratech Ltd. (Kanpur Ayodhya Tollways Pvt. Ltd.)

**Job Location**: Agra, Utter Pradesh

**Designation**: Officer HR & Admin.

**Duration**: Aug 2013 to till date.

**JOB EXPOSURE:-**

**RECRUITMENT& SELECTION:**

* Team Handling.
* Making Cold calls.
* Counselling the candidates
* Short listing candidates for interview.
* Taking feedbacks from both clients and candidates.
* Maintaining all walk-ins resumes & preparing MIS.
* Do work as a middle man in between employees and employers.
* Verifying documents at the time of joining.
* Maintaining & updating document submission records on behalf of Superior Planning, organizing & coordinating with clients & Candidates.

**MIS & HR REPORTS:**

* Maintaining & updating Employee MIS.
* Maintaining & updating document submission records.
* Updating the Organization charts.
* Maintaining & updating employee’s personal files.
* Preparing monthly HR Reports.

**PERFORMANCE APPRAISAL & UPGRADATION:**

* To make the attractive incentives scheme for workers team leaders and staff members.
* Report to seniors about employee’s performance appraisal.
* To evaluate individual performance and maintain record.
* Report on process and performance reports on daily, weekly, monthly, quarterly and annual basis.
* Update of employee database.
* Preparation of offer and appointment letters.
* Complete paperwork for opening and closing of P-files.
* Preparation of HR related letters.
* Monthly Birthday cards.

**PERSONNEL & ADMINSTRATION**

* Payroll Processing.
* Attendance , Leave Management & Update compensatory off records
* Contract Labour Management.
* Monitoring & maintenance of House-keeping, gardening, company vehicles, Canteen, Security, Transport etc.
* Liasoning with Government offices like Forest Dept, Municipal Corporation, Gram Panchayat, Police stations.
* Monitoring various Assets of company –D.G. Set, A.C., Fire Extinguisher.
* Monitoring on Monthly Administrative Budget VS Actual Expenses.

**CLIENT SERVICING:**

* Communicating with clients for all kinds of requirements for all levels.
* Communicating with clients for obtaining the job descriptions and specifications.

**COMPUTER PROFICENCY:**

* Microsoft Office (MS-Word, MS- Excel , MS-Power Point)
* Vlookup, Hlookup, Pivot Table etc.

**PERSONAL STRENGTH:**

* Enthusiastic and Sincerity.
* Ability to convince people.
* Adaptability.
* Quick Learner.

**INDUSTRIAL TRAINING:**

Summer Project under FRESENIUS KABI ONCOLOGY LTD., Solan,Himachal Pradesh for 6 weeks on the topic “Performance Appraisal in an Organization and its effectiveness of FRESENIUS KABI ONCOLOGY LTD.”

**CORPORATE TRAINING:**

**(ASIAWEBMEDIA)**

Training Description:-Practical training in grey tip online and saral pay pack salary software.Manpower Planning, Corporate Recruitment and selection process ,Training and Development, Policy implementation, Retention Policies, Soft skills, Compensation and Benefits, ER Management , Competency Mapping, SWOT Analysis, PMS & GD, MIS Reports, PF, ESI, PT, Payroll Processing, Income Tax, Tax Planning For employees, labour laws, and advanced excel reports.

**HOBBIES:**

Reading, Creative Writing, Listening to music, Singing, Watching Bollywood movies, playing cricket.

**PERSONALSTRENGTH:**

Father’s name : Mr Duryodhan Sahoo

Date of Birth : 07-06-1984

Sex : Male

Marital Status : Single

Nationality : Indian

Language : English, Hindi, Bengali and Oriya.

**DECLRATION:**

I do hereby declare that the above mentioned is correct up to my knowledge.

Date:

Place: Agra **Nihar Ranjan Sahoo**