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| **AMIT KUMAR**  **Address:** House No: 68, Sector 1, R.K. Puram  New Delhi- 110022  **E-mail:** [amit8040@gmail.com](mailto:amit8040@gmail.com), amitkr89@hotmail.com  **LinkedIn Profile:** [linkedin.com/in/amit-kumar-a39564152](https://www.linkedin.com/in/amit-kumar-a39564152)  **Mob No:** +91 9560644974 | | | |
| **PROFESSIONAL OVERVIEW**   * *Proficient over Admin/Administrative/Back-Office/Human Resources duties.* * *End-to-End Recruitment, Social Media Recruiting, Web/Internet Researching, Client Relationship, Business Development, Non-IT Recruitment, IT Recruitment, Talent Acquisition, Conducting Face to Face Interviews, Vendor Proposal, Campus Recruitment, Campus Relationship.* * *Proficient in handling multiple tasks and projects simultaneously in challenging environments.* * *Capabilities of internet surfing, writing content/blogs/articles, recruiting in several formats and back office support as well.* * *Leveraged knowledge of best SEO practices in creating content as per SEO requirements for better search engine performance.* * *Enthusiastic person in order to generate creative and innovative ideas.* | | |
| **PROFESSIONAL EXPERIENCE** | |  | 06.01.2020 – Till Now **Elcamino Software Private Limited**, **(Gurugram)**  ***HR Admin***   * Managing/Working in 700+ employees strengthen based organization. Performing various administrative/managerial duties. * Managing/Keeping/Tracking 300+ employees’ records in excel sheet and preparing/submitting daily/monthly wise reports to all seniors & founders. * Performing end-to-end recruitment process such as sourcing CVs through job portals/ social media networks, conducting first round face-to-face interview, analysing candidate behavioural & etc. * Accessing job portals such as Naukri.Com, Freshersworld.Com, Indeed, PlacementIndia; Social Media Networks such as LinkedIn, Facebook and other sources like Quikr, Click.in & etc., for sourcing the best candidates for our internal team. * Performing Campus Recruitment duties like visiting colleges, universities, institutes & etc., for the purpose of hiring the best & suitable candidates across India. * Assisting other Managers/ seniors in day-to-day work and handling entire responsibilities for other official tasks. * Preparing/ providing offer letters to selected candidates, collecting warning letters, issuing termination letter & other relevant duties. * Managing Employee’s daily attendance records, finger punching, handling employee’s grievances, preparing salary slips, performing other relevant duties. * Managing statutory compliances duties like ESI, EPF Forms, visiting EPF office & etc. * Managing employee’s bank account and supporting them to filling various forms. * Monitoring and maintaining an office equipment and inventory supplies; orders replacement supplies as needed. * Handling/Managing building and maintenance issues for general repairing such as (heating and air conditioning, security, security purpose, matters, etc). * Liaising with outside vendors for fulfilling an official requirements such as preparing letter heads, stationery items, ID card, Badges, Tea & Coffee powder & etc. * Conducting first round & second round interview with other seniors for remotely in COVID19 Pandemic.     05.10.2018 – 10.11.2019 **Career Scenario**, **(Delhi)**  ***Founder & HR Manager cum Business Head***   * Developed businesses/ client relationships in order to avail manpower vendor/talent searching requirements for the current & future business prospective. * Gathered all kinds of requirements from entry –level to c – level candidates in various sectors such as IT, Digital Marketing, BPO/KPO/Call-Centres, Healthcare, Automobile, Trade & etc. * Sourced relevant candidates CV through own portal (Career Scenario), Naukri, Freshersworld, other social media networks like LinkedIn, Facebook, GIThub, Twitter & etc. * Performed end-to-end recruitment process, on boarding employees till joining, verifying documentation, salary negotiation, taking interview & maintaining conversation with the client regarding selected candidate performance & his/ her behaviours. * Posted job descriptions accordingly to client requirements, managing each queries of candidates, managing bulk CVs of applying candidates & negotiating with job portals in terms of getting discount on monthly databases researching & for job posting. * Performed campus recruitment through communicating with placement coordinators, principal, deans, head of chancellors, vice-president & etc., for offering them to place their students. * Coordinated from newly to reputed colleges, universities, institutes, training centres, courses centres & offers them to share interested candidates CVs according to the profile. * Generated invoices at the time of payment, setting up face to face meeting with the clients in rare cases and on other things as well.   03.09.2013 – 28.04.2017, **One Com Software India Limited, (Gurgaon)**  ***Admin Executive***   * Prepared and finalize the UK based data in one of the world’s best known CRM site called Salesforce. * Did Internet researched such as primary secondary in order to find UK sites company registration data & license number and updated into Salesforce CRM. * Managed 25-30 staff of admin department. * Prepared reports to the manager and coordinating/discussing with the UK clients regarding the work. * Performed Admin/Administrative/Front-Office/Back Office activities such as sending & coordinated through emails, telephonic conversation, preparing reports, vendor management, managing attendance, managing all kinds of bills, maintaining databases & etc.   20.11.2012 – 14.08.2013 **Excel India Publishers, (Delhi)**  ***Internet Marketing Executive***   * Performed Admin/Administrative/Front-Office/Back Office activities such as sending & coordinated through emails, telephonic conversation, preparing reports, vendor management, managing attendance, managing all kinds of bills, maintaining databases & etc. * Internet researched and gathered entire information of various seminars, conferences in order to publish the proceedings, journals & etc. * Coordinated with Dean, Professors, Board of Directors regarding summarizing the plans and services of the organization & persuading them to publish their research papers and books. * Performed Admin/Administrative/Front-Office/Back Office activities such as sending & coordinated through emails, telephonic conversation, preparing reports, vendor management, managing attendance, managing all kinds of bills, maintaining databases & etc. | | |
| **EDUCATION** | |  | **IGNOU (Delhi)**  Bachelor of Commerce  2012 **NIOS (Delhi)**  Senior Secondary (Commerce Stream)  2010 **NIOS (Delhi)**  Secondary (Commerce Stream) | | |
| **PERSONAL DETAILS** | |  | * **Father’s Name:** Mr. Vinod Kumar * **Date of Birth:** 20th August 1991 * **Nationality:** Indian * **Marital Status:** Single | | |
| **LANGUAGE PROFICIENCY** | |  | **English & Hindi** (Spoken, Written, Listening and Reading) | | |
| **OTHER SKILLS** | |  | * Basic computer knowledge. * Knowledge of working in blogging platform such as Word Press, BlogSpot & etc. * Proficient in Social Media. * Internet Researching. * Expertise in Non-Voice such as handling multiple emails & chats. * Content Writing in all formats such as blogs, articles, info graphic, PPT, bookmarking, shirt description & much more. | | |
| **HOBBIES & INTERESTS** | |  | Surfing internet & gathering informative things related to career advice & other aspects for future benefits. Apart from, fond of reading books & magazines of entrepreneurship/successful start-ups which mainly include stories such as rags to riches. | | |