**RESUME**

**ABHISHEK KUMAR SRIVASTAVA**

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**E Mail-**

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**Key Job responsibilities**

1.Induction 2.Recruitment 3.Admin 4.IR 5.Organize to training programme

6. Employee engagement 7.Grievance handling 8. Material recovery and MCE Claim

9. Coordinate to University/college -placement cell director for campus connection and hiring

programme. 10. Dealing with government officer 11. HR Business Partner Role

## experience: More than 8 years

**1. Sr. Executive- HR and Admin in East India Udyog Limited-Ranchi**

**Job Duration (18/02/2020 to till date)**

**Job profile:**

* Works as a Senior HR Executive in Ranchi regional office- Jharkhand Power Project
* Daily access to Cosec Apta for attendance verification,
* Organize training for staff(Matric cosec Apta, Safety, EPC).
* Do all admin work of Jharkhand project(Mess, Guest house, TA, DA, Organize medical health check up program of employee, etc).
* Material recovery and issue the legal notice to subcontractor and site staff..
* Recruitment and background checking,
* Pay role compliance
* Practice of labour law ( statutory compliances)
* Work on MCE(Marine cum erection) case
* Workmen compensation case.
* Work as a HR Business Partner.
* Employee engagement work
* Grievance handling of employee
* Coordinate to university/college placement cell director in campus connection and hiring programme.
* Dealing with government officers
* Induction

**2. HR& Admin officer** in **Ashoka Buildcon Limited**-Patna (Bihar)

**Job Duration (02/05/2017 to 12/02/2020)**

**Job Responsibilities:**

* Recruitment& Background check
* Training Need analysis
* Administrative jobs such as Vehicle (LMV)Canteen, Mess, Guest house, lodge ,Hotel
* Claim & Reimbursement
* Workmen compensation.
* Site Visit for HR & ADMIN Work
* Report to Sr GM project, DGM Project, Manager HR & GM HR.
* Authorized signatory of legal work. (Regarding recovery of material from subcontractor, subcontractor slow work progress, Issue the termination letter to subcontractor)
* Work on progress of Railway crossing execution.
* Skilled at SAP(HANA-S4),MS Office,

**3.Human Resource Executive in M/S JPS. (Lucknow- Uttar Pradesh)**

**Job Duration- 4Years**

**Job Responsibilities:**

* Recruitment& Background check
* Training Need analysis
* Administrative jobs and handling petty cash
* Claim & Reimbursement
* Workmen Payroll compensation.
* Admin Work
* Canteen
* Dealing to government officers.
* Practice on statutory compliance

## Professional Qualification& abilities

**MBA (Finance& HR)** from Rajendra Prasad College of Management, GBTU Lucknow in 2011.

* Advanced knowledge of using Microsoft Word, Outlook, Excel, and PowerPoint
* Able to do detailed work with high level of accuracy
* Excellent interpersonal and communication skills
* Ability to exercise discretion and showcase professional judgment
* Proficiency with business intelligence and human resources software
* Knowledge of troubleshooting web conferencing cameras, photocopiers, and inkjet printers
* Capable of hiring employees and reviewing performances
* Expertise to conduct background checks
* Typing speed of 70 words per minute
* Experience with ensuring company remains compliant with all OSHA standards
* Able to take direction and work independently
* Looking to learn more and develop skill set further

## Academic Qualification

**B.Com**. from D.A.V P.G College, Purvanchal University in 2009.

**Intermediate** (PCM) from Shibli National Inter College, Azamgarh(Board of education Uttar Pradesh) in 2006.

**High School** (Science Stream) from Gandhi Gurukul Inter College, Azamgarh, Board of education Uttar Pradesh in 2004.

## Summer Internship PROGRAMME

Company : :Dhunseri Petrochem Tea Limited, Haldia – West Bengal

Project Title : Training & Developement

Duration : 7 weeks

**VOCATIONAL TRAINING PROGRAMM**

Company :Bharat Oman Refinery Ltd, Bina Sagar (M.P)

Project Title : Team Building & Leadership

Duration :5 weeks

## Research Project Report

**Project Title :**Prime Minister Employment Generation Programme In Uttar Pradesh

Duration :May, 2011- Jun, 2011

Supervisor :Mr. AmitYadav , Dept. of Management at Rajendra Prasad College of management

**Project Summary:**The project is about agovernment programme for employment growth in U.P. Government establish development authority such as ADA, GIDA, SEZ.Since 1999 at the time of A.V. BAJPAYEE Government accumulated more schemes for PMEGP programmed for Uttar Pradesh.NREGAgenerated guaranteed jobs for poor people. Persons not take full advantage of PMEGP programme due to corruptions at beauraucratic level .Micro small-medium enterprises, Agra motivated &suggested to person for creating enternprenures.Banking facility are available for enternprenures.Government provided huge subsidy for domestic as well as foreign investors.

## Computer Intellect

* Basics - MS Office XP (Word, Excel, PowerPoint).
* Internet
* SAP(Hana- S4)
* Saral
* Matric Cosec Apta

**EXTRA CARRICULAM ACTIVITIES**

* Got smile card (appreciation award) by Head HR and C.F.O for digitalization work in East India Udyog Limited in Year 2021.
* Appreciated by Sr VP and Sr GM for material recovery and MCE claim work in Ashoka Buildcon Limited in year 2019.
* Awarded as 1st rank holder in Rajendra Prasad College of management in year 2011

## career objectives

A dynamic result-driven professional, with blended expertise of Human Resource Management, desires to contribute to the organization with a challenging position that will fully utilize my knowledge and abilities to fulfill organizational and my personal goals.

## PERSONAL DETAILS

Date of Birth : 2nd July 1990

Marital Status : Married

Gender : Male

Nationality : Indian

Languages Known : Hindi, English

##### Address Present : C/O Mrs Chandrakala Jha, House no-292 Shukla Colony near Hinno Chowk

Ranchi-Jharkhand(834002)

Address Permanent : Village- Sehada Post-Maharajpur, Distt- Azamgarh(U.P) 276001

I hereby, solemnly declare that the information given above is true to the best of my knowledge & belief. If given a chance I will prove my worth to the organization.

Date: ……...…….

Place: ...................

**[ABHISHEK KUMAR SRIVASTAVA]**