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| H. No- 292, C/O CK Jha  Shukla Colony- Hinno  Ranchi(Jharkhand) 834002 | **Abhishek Kumar Srivastava** | +91 6200514389  abhisheksri.2021@rediffmail.com |
| **Key Job Responsibilities**  Recruitment, Admin, IR, Induction, Employee Engagement, Grievance Handling,  MCE Claim, Material Recovery, Dealing to government officers, HRBP Role. Organize to training  **Experience- More than 8 years** | | |
| **Sr Executive(HR and Admin)** | **East India Udyog Limited-Ranchi** | Summers 2020 |
| Job Responsibilities:   * Recruitment Cycle management(Sourcing, Screening, Shortlisting, Hiring, Onboarding) * Onboarding( Complete to joining formalities, Verification of document, Induction program) * Employee life cycle management( Recruitment, Selection, Training and development, Evaluation, Retention, Separation) * Admin(Guest House Mess Canteen, TA- DA of employee, vendor management), IR, Organize to training program on requirement basis, Exit formalities, Employee Engagement * Grievance Handling(Employee and Subcontractor), MCE Claim, Recovery of material, Attendance verification of casual staff and on role staff * Exit formalities, Practice on statutory compliance (PF, ESI, Bonus Gratuity, Shop and Establishment Act) * Settle to labour fatal case via WC Claim and award letter of Labour commissioner, Coordination in contractor PF, ESI, Challan work , Dealing with government officers, HRBP Role. | | |
| **HR Officer** | Ashoka Buildcon Limited-Patna | Fall 2017 – Spring 2020 |
| Job Responsibilities:   * Admin, Recruitment, IR, Employee Engagement, Induction, * Grievance Handling, Dealing with government officers, recovery of material, HRBP Role * Progress of railway crossing, Training need analysis, progress of railway crossing execution.   **HR Executive JPS -Lucknow Fall 2011- Spring 2015**  Job Responsibilities:   * Recruitment and back ground check, Training need analysis, Admin, * Dealing with business parties, Claim and reimbursement, Admin, Canteen * Dealing with government officers, Practice on statutory compliance.   **Academic Details**   * MBA(HR & Finance) from Rajendra Prasad College of Management, GBTU Lucknow in year 2011.. * B Com from D.A.V PG College –Azamgarh, Purvanchal University in year 2009 * Intermediate(12th) PCM group from Shibli National Inter College, Azamgarh(Board Of Education- Uttar Pradesh) in year 2006 * High School(10th)in science stream from Gandhi Gurukul Inter College- Azamgarh,( Board of education- Uttar Pradesh) in year 2004   **Summer Internship Programme**    Company :Dhunseri Petrochem Tea Limited, Haldia – West Bengal  Project Title : Training & Developement  Duration : 7 weeks  **Vocational Training Programme**  Company :Bharat Oman Refinery Ltd, Bina Sagar (M.P)  Project Title : Financial Management  Duration :5 weeks  **Computer Intellect**   * MS Office( Word, Excel, Power Point), Internet * SAP(HANA- S4), ESS Saral   **Extra Curriculum 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   **Carrier Objective**  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.  **Personnel Details**  Date of Birth : 2nd July 1990  Marital Status : Married  Gender : Male  Nationality : Indian  Languages Known : Hindi, English  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]** | | |