



ATUL

**RATHOR**

H UMAN RESOURCE



CONTACT INFORMATION

 B-1286/1 SHASTRI NAGAR,

DELHI - 110052

 9999088976

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 29/04/1999

HINDI

ENGLISH

BASIC KNOWLEDGE ABOUT

EMPLOYEES PROVIDENT

FUND

BASIC KNOWLEDGE ABOUT

ESIC

BASIC KNOWLEDGE ABOUT

GRATUITY

INTERNET, MS WORD,

MS EXCEL, POWER POINT

HUMAN RESOURCE

SOFTWARE - GREYTHR

KNOWLEDGE

LANGUAGE

IT SKILL

**EDUCATION**

> **CLASS** **10** 2014 - 2015

The Govt. Boys Sr. Sec. School No-1, Shakti Nagar, Delhi - 110007

> **CLASS** **12** 2016 - 2017

The Govt. Boys Sr. Sec. School No-1, Shakti Nagar, Delhi - 110007

> **DIPLOMA** **IN** **TOURISM** **&** **HOSPITALITY** **MANAGEMENT** 2018 - 2020

UEI Global Institute of Hotel Management, Vikas Surya Plaza, 5th Floor, Sector 3, Rohini, Delhi, 110085

> **BA** **(HONS.)** **POLITICAL** **SCIENCE** 2018 - 2021

School of Open Learning, 5 Cavalry Lines University of Delhi, New Delhi, Delhi, 110007

**EXPERIENCE**

> **INDUSTRIAL** **TRAINING** JULY 2019 - DEC 2019

Hyatt Regency Delhi, Ring Rd, Bhikaji Cama Place, Rama Krishna Puram, New Delhi, Delhi, 110066

> **INTERNSHIP** **IN** **HUMAN** **RESOURCE** SEP 2021 - PRESENT

Bloom Hotel Group, 1, Janpath Ln, Janpath, Connaught Place, New Delhi, Delhi, 110001

**SKILLS**

> **JOINING** **&** **ON-BOARDING**

Responsible for Employee on boarding and familiarization. Responsible for pre & post-employment facilities, other employee related documentation and maintenance of personal ﬁle records. Conducting employee orientation and facilitating newcomers joining formalities. Induction Plan to be made before joining of every new joiner. Initiate opening of bank accounts, visiting cards. ID Cards for new joiners.

> **LETTER** **&** **CORRESPONDENCE**

Preparing and submitting all relevant HR Letters as per the requirement of Employees (Oﬀer Letter, Appointment Letter, Conﬁrmation Letter, Incre- ment Letter, Experience Letter, & Separation Letter, etc) are processed and processed and handed over to employees in consultation with the manage- ment.

> **EMPLOYEE** **DATABASE** **&** **MIS**

Input, update & maintain employee information in GreytHR Software and prepare meaningful MIS reports for HR analysis.

> **HR** **POLICY**

Communicating and explaining the organization’s HR policies to the emploees. Reviewing existing policies periodically, and eﬀective implemen- tation of HR policies.

> **EXIT** **FORMALITIES**

Acceptance of resignation letter

Prepare full & nal Settlement

Prepare Experience Certicate & Relieving Letter



 Conﬁdent and having high

attitude toward work. Willingness to work in groups and ability to lead group activities. Willingness to learn new concepts and use new technologies.

Playing Cricket

Listening Music

 Rakesh Kumar Pandey

 HR Assistant Manager

 Bloom Hotel Group

 9582920308

STRENGTHS

REFERENCE

HOBBIES

> **REIMBURSEMENT**

Processing reimbursement related to LTA, Medical, and Maternity &

Mediclaim.

> **LETTER** **FORMATION**

Responsible for issue of Appointment Letter & other Oﬃcial letter like Promotion Letter, Increment Letter, Transfer letter, Termination Letter, Absconding Letter, Warning Letter etc.

> **RECRUITMENT** **&** **SELECTION**

Responsible for recruitment of Unit

Posting of advertisement on portals

Sourcing and Screening resumes and scheduling interviews

Obtaining the Interview Assessment Reports and feedback

Reference check & Veriﬁcation of documents

Conﬁrming Date of Joining

**ACHIEVEMENT**

> **Ist** **Position** **in** **Dodge** **Ball** **Competition** **in** **The** **Zone** **-** **7,** **Distt.** **North.** > **3rd** **Position** **in** **Hand** **Ball** **Competition** **in** **The** **Zone** **-** **7,** **Distt.** **North.** > **Appreciation** **Letter** **in** **Culinary** **Department** **by** **Corporate** **Indian** **Chef.** > **Appreciation** **Letter** **in** **Front** **O****ce** **Department** **by** **Trainee** **Coordinater.**

**DECLARATION**

**I** **hereby** **declare** **that** **the** **above-** **mentioned** **information** **is** **correct** **up** **to** **my** **knowledge** **and** **I** **bear** **the** **responsibility** **for** **the** **correctness** **of** **the** **above-** **mentioned.**

**Place:**

**(ATUL** **RATHOR)**

**Dated:**