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| |  |  | | --- | --- | | **JITENDRA**  **KUMAR** | **ADDRESS:**  901, A-WING MAHESH APARTMENT, AZAD NAGAR , ANDHERI(W), MUMBAI-400058  **PHONE:**  +91-7722004123  **EMAIL:**  [jitendrakummar@gmail.com](mailto:jitendrakummar@gmail.com) |   **OBJECTIVE**  Over an 8 years of experiences in the Entertainment Industry. Skilled in Human Resource Management, Administrations, Communications (Existing systems), Recruitments, Payroll and Compliance Management, Microsoft word, Microsoft Excel, Manpower Management, Venders Management, and Client Servicing. To work in a position that allows me to enhance my skills and professional knowledge. Job satisfaction is the most important driver for me to work efficiently and honestly.  **WORK EXPERIENCE**  **Ferriswheel Entertainment Private Limited-Assistant Manager-HR & Admin** (02/2019 to till date)  Scope of Work: Reporting to general manager-Operations.   * Full Life-Cycle recruiting experience, right from crystallizing the requirement specs to closing the requirement. * Responsible for HR Operations such as Leave Management, grievance counseling, exit procedure, provident fund, gratuity, leave salary and all employee benefits. * Time-to-time organizing of employee welfare events for team building and interactions with management. * Designing and executing the communication plan for Annual Performance Appraisal. * Played a key role in designing, implementing and communicating HR policies and processes for the organization. * General Administration.   **Senior HR & Administration** (12/2016 to 01/2019)  **Reporting to General Manager-Operations.**   * General Administration. * Inventory Maintenance. * Maintain Department General Expense. * Maintaining personal records of all employees in Mumbai. * Co-ordinate between inter-Departmental heads and handle duties as assigned. * Responsible for Employee Engagement Activities for personnel associated with Ferriswheel   Entertainment, from designing an Engagement calendar to deploying it, after considering Feedback.   * Also working on corporate level HR initiative like CSR plans, Health checkups. * Salary working & Preparing Statutory Compliance PF/PT/Joining/Exit formalities, Recruitment, Insurance etc. * Assisted the Director in legal cases in terms of lawyers lined up and keeping records for legal hearings. * Regularly attended court alongside lawyers, providing support & organizing legal documents for quick recall. * Attained perfect record of document filing without ever suffering a lost document. * Assisted the account personnel from time to time coordinating vendor payments, transfer of money with accounts etc.   \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_  **ADLABS ENTERTAINMENT LTD: Operation Manager** (Entertainment Department)  (Oct\_ 2015 to June\_2016) for Ferriswheel.  Scope of work- Reporting to VP of Operations-Imagica   * Managed the entire Entertainment Department. * Day to day operations budget. Crew Management, Show planning & scheduling on day to day basis. * Executed the plan for events, have set protocols to be followed by the crew and the artists, Report Verification at the End of the Day. * Salary Management. * Logistics and accommodations. * Compliance management. * HR Operations Management. * Artist Management for different forms.   \_\_\_\_\_\_\_\_  **ASSISTANT ARTIST MANAGER/HR**  (September 2013 to September 2015) for Ferriswheel.   * Managed Artists/Dancers. * Purchasing costumes, Make-up materials for artists along with make-up head. * Tracking their performance on daily basis. * Making schedule for their performances and Rehearsal. * Doing agreement/Contract with the Artists/Dancers. * Tracking their attendance along with supportive staffs. * Planning for new activities/Shows for special occasion like, Independent Day/Republic Day, Holi, Diwali & Christmas. * Searching Dancers and artists if required as per requirements for special act. * Arranging support during medical emergency if any. * Negotiating Contracts and fees with artists and dancers * Taking care of their requirements on venue and accommodation if any. * Carnival Planning and checking their positions along with Floats and Props. * Checking security arrangements during shows and carnival. * Taking care of F&B for dancers and artists during special events.   \_\_\_\_\_\_\_\_  **Kingdom of Dreams, Gurgaon-** Executive Assistant-Operations  (August 2010 to December 2012)ForFerriswheel  Scope of Work: Reporting to Operation manager   * Manage Folk artists and coordination with their team leader. * Detailed reporting to the top management and clients. * Taking care artists accommodation, Logistics. * Follow-up with marketing/Sales team for Mall activities. * Coordination with Internal HR team. * Follow-up with accounts team for artists payments. * Making show flows as per client’s requirements or special events. * Pick-up and drops of the group from the arrival and departure railway-stations/Airports. * Follow the protocols set by management. * Preparation of the carnival during Evening on daily basis.   \_\_\_\_\_\_\_\_  **EXTRACURRICULAR ACTIVITIES:**  Scope of work:  Managing dancers and Assisting in Events (Ticket to Bollywood for Bollywood Musical show)  In Europe (Germany, France, Greece, Russia), Turkey, Egypt (Cairo), Maldives (Male), Doha (Qatar)    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **EDUCATIONAL QUALIFICATIONS**   * MBA in HR from Sikkim Manipal University in 2016 * B.Sc. from Dr. B.R.A. University.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SOFTWARE COMPETENCIES**   * Operating Systems: Windows 98 + /ME/XP/DOS(Networks) * Software Packages: MS Office(Networks)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SKILLS & STRENGTH**   * Expert in basic use of computer and Internet savvy * Good Interpersonal Relationship, Positive attitude, Leadership, Team Worker. * Working well under pressure. * To find solution in any circumstances. * My word is my bond. * I love challenges that increase my strength. * I am ready to face challenges in terms of learning new skills.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **WEAKNESS**   * Instant Inspired by true facts. * I have trouble saying “no.” * I focus too much on the details.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **REFERENCES ON REQUEST** |
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