

Prakash Thapa

(HR Professional)

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ABOUT ME:

- A dedicated professional with diverse and rich experience across industries. Currently associated with RITES Ltd. as HR Assistant.
- Have previously worked with Bharti Airtel as Executive and with Rio Tinto as HR Executive
- Have completed an ISO (9001:2015) Certified HR Generalist Certification from Pace Career Academy
- Passionate about HR role and desire to contribute my learning & skills in an organization that believes in innovation and growth through learning & development
- Have secured 2nd rank in “HR Case Study Competition” also participated in multiple trainings to increase my understanding of HR Function
- A team player with good communication & interpersonal skills

CORE EXPERTISE:

*Induction & Onboarding
Documentation / Filing
Recruitment / Sourcing*

*Joining & Exit Formalities
MIS Reporting
Reimbursement/ Clearance*

*Training Coordination
Employee Grievances
HR Administration*

PROFESSIONAL EXPERIENCE:

Rites Ltd., Gurgaon	HR Apprentice	(Feb'19-Present)
Superseva Services, Gurgaon	HR Executive	(Dec'18-Jan'19)
People Strong, Gurgaon	HR Recruitment Trainee	(Sep'18 - Dec'18)
Bharti Airtel, Gurgaon	Executive	(Dec'17- Mar'18)
Rio Tinto, Gurgaon	HR Executive	(Sep'16 - Apr'17)

Key Result Areas:

- Performed joining formalities, diligently follow up with selected candidates for their documents & complete banking formalities
- Schedule the Induction program for new hired candidates and ensured smooth onboarding
- Filing & managing employee documents and records; update personal data & routine data like medical insurance, Compliance data etc.
- Process reimbursements of employees every month
- Exit formalities like issuing relieving and experience letters to ex-employees
- Recruiting, selecting, orienting, and maintaining a safe and secure work environment developing personal growth opportunities
- Process employee paperwork related to new hires, transfers, address changes, and employee exits with sensitivity to the confidential nature of the information
- Promote HR programs to create an efficient and conflict-free workplace; resolved employee grievances issues on Rio Tinto Ticket Management System
- Provide support to employees in various HR related topics such as leaves, compensation etc. and resolve issues and problems

- Maintain personnel files in compliance with applicable legal requirements and internal standards
- Screen resumes, coordinate with candidates & schedule technical interview rounds
- Managing complete recruitment life cycle, Understanding the requirement
- Sourcing profiles (Portals, Job Posting, Referrals,), scheduling the interviews, negotiating salaries
- Assist with general employee request letters etc. including generating NOC letters for employee's travel
- Provide general support to HR team and perform other duties as assigned or required
- Conduct the background verification by sending the verification request letters to concerned DM Office

PREVIOUS EXPERIENCES:

Sound of Music, Delhi	EA to Director	(Sep'15 - July' 16)
Skoda Auto India, Gurgaon	MIS Executive	(Dec'14 - June' 15)
Chrysalis HRD, Gurgaon	Office Manager	(Aug'10 - June' 14)
360 Degrees Learning System, Gurgaon	Training Coordinator	(Aug'08 - Aug'10)
NIIT Ltd., Gurgaon	Assistant of SSA	(July' 07 - Aug'08)

ACADEMIC BACKGROUND:

PGD in HR & Administration	Tata Institute of Social Sciences	2019-20 Batch Completed
Bachelor of Commerce	Sikkim Manipal University	Oct' 2017 Pass out
12th (Intermediate)	Haryana Board	June' 2006
10th (High School)	Haryana Board	June' 2004

CERTIFICATIONS:

HR Generalist (ISO 9001:2015)	Pace Career Academy, Gurgaon	Apr' 18 - July' 18
Swift Advanced Excel	NIIT Ltd., Gurgaon	July' 14 - Oct' 14
Software Engineering	NIIT Ltd., Gurgaon	July' 06 - July' 07

TRAININGS ATTENDED:

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- Attended full day workshop on “**Young Trainer Program**”
 - Participated in a full day training on “**First Time Managers**”
 - Also attended learning sessions on “**POSH: Prevention of Sexual Harassment at Workplace**” and “**Resume Building**”

PERSONAL DETAILS:

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- Father's Name: Vishnu Bahadur Thapa
 - Marital Status: Married
 - Date of Birth: March 14th 1988