

# Prakash Tatiwal

Cell: (+91) 9509451157, [prakashtatiwal89@gmail.com](mailto:prakashtatiwal89@gmail.com)

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## OBJECTIVE

To work at a challenging and responsible position in growth oriented dynamic organization and contribute to the pursuit of organization's mission by employing natural creativity as well as strong interpersonal skills.

## WORK EXPERIENCE

### ➤ Manipal University, Jaipur

**02' Feb 2018 –Till Date**

**Position:** Process Associate- HR

#### **Responsibilities:**

- End-to-end core Academic recruitments, good knowledge of technical requirements, scheduling interviews, coordinating, and making the candidate join the organization.
- Managing the entire lifecycle of recruitment viz: requirement gathering, requirement analysis, sourcing profiles through internal and external database, referrals, screening, and short listing and conducting initial interviews.
- Passing Office Orders for information and Execution.
- Maintain management guidelines by preparing, updating and recommending HR policies and procedures and handling employee complaints and grievances.
- Maintained attendance sheets and performed evaluations.
- Knowledge of ESIC, PF, Gratuity & NPS.
- HRIS Maintenance.
- Working on Online On boarding Solution.
- Defining Privileges and JDs (Faculties and Visiting Faculties)
- Preparation and distribution of Agreements for Faculties.
- Assisting the Payroll team by verifying local employees' details, checking for referrals, etc.
- Taking part in HR planning & discussions, policy making, and implementation of policies related to employee welfare planning.
- Monitoring of Functional training programs from each department and maintain records in personnel file.
- Prepare recruitment tracker as per ongoing vacancy & upcoming/new programs.
- To register the new employees in PF and ESIC website.

### ➤ Aksh Optifibre Limited , Jaipur, Rajasthan

**Jan'25, 2016 – Jan'30, 2018**

**Position:** HR Consultant

#### **Responsibilities:**

- Developed training materials and presentations
- Worked with Management to design and develop new training programs

- Developed visual aids, updated web pages and recorded online modules for training purposes.
- Maintained attendance sheets and performed evaluations
- Highly working proficiency in computer literate in Microsoft Suite (especially Excel).
- Work with Manager to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees

➤ **Kendraya vidyalaya No .2 - Jaipur, Rajasthan**

**2014-2015**

**Position:** Computer Instructor

**Responsibilities:**

- Maintains computer laboratories and keeps an inventory of supplies.
- Ensures that computer equipment is functioning properly.
- Maintains accurate records of students' progress in class and on examinations.
- Keeps order in the classroom and handles student behavior issues in accordance with school system policies.
- Creates lesson plans that are appropriate for the age and abilities of the students in the class.
- Evaluates student performances in class and on tests and provides feedback.
- maintenance duties are installing, updating, customizing and removing software

**EDUCATIONAL QUALIFICATION**

Class	University	Specialization	Passing Year	%age
BCA	RU	Computer application	2009	53
MCA	RTU	Computer application	2013	65
MBA	JNU	Human Resource Management	2020	Pursuing

**COMPUTER SKILLS**

- Excellent knowledge of MS Office (Word, Excel, Access, Outlook, Power-point), Windows2000/XP
- Adobe Photoshop, Adobe illustrator, Coral Draw, HTML

**PERSONAL DETAILS**

Date of Birth : 8 Oct 1989

Marital Status: Married

Nationality:-Indian

Language known:-English, Hindi

Permanent Address: C-20 Jagdamba Nagar Ajmer Road, Jaipur Rajasthan- 302021