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Address:-

Prajjwal Arjariya
S/O SHRI Sharad Chandra
667/3, Village &
Post - Sugira,
Kulpahar, Mahoba,
UTTARPRADESH,INDIA.

Personal Data:-

Father's Name:

Shree. Sharad Chandra

Born On:

10th June 1994

Strengths:

- Creativity
- Hardworking
- Honest
- Strong determination
- Self confidence

Nationality:

Indian

Curriculum vitae

Prajjwal Arjariya

CAREER OBJECTIVE

I always aspire to build my career in industry interface through the knowledge gained and continuous learning process, also hone my skills so that I can contribute in the field of Human Resource / Admin Management in all possible ways for the betterment and growth of the organizational & personal.

BRIEF OBJECTIVE

- Can meet tough targets under pressure.
- Ability to cope up in any situation.
- Can perform in limited resources.
- Utilize the available resources with lots of ease with optimum utility.
- Can Explain & Negotiate very efficiently.

PROFESSIONAL QUALIFICATION

Master of Business Administration (**MBA**) with specialization in **Human Resources** from Jiwaji University Gwalior in 2016.

ACADEMIC QUALIFICATION

- **High School** from U.P BOARD in 2009.
- **Intermediate** from U.P BOARD in 2011.
- **B.Com.** from bundelkhand University Jhansi in 2014.

Total Experience: 3 Years

Present Working Experience

(From Jan'2020 to Till Date) **Recent**

Job Experience:

Organization: IES University Bhopal
Designation: Assistant Manager -HR
Work Area : Bhopal

Past Working Experience

(From Dec'2016 to Dec'2019)

Job Experience:

Organization: ITM University Gwalior
Designation: HR Assistant
Work Area : Gwalior

(From May'2016 to Oct'2016)

Recent Job Experience:

Organization: OM Logistics Ltd.
Designation: MIS Coordinator
Work Area : Gurgaon

Payroll (Salary/wages) Managing.

- ☐ Monthly Attendance Generation along with Salary Register & Summary.
- ☐ Make sure every Employee will get Salary Slip before Salary disbursement.
- ☐ Monthly Employee cost Summary.
- ☐ New Joining Formalities.
- ☐ Full & Final Settlement in case of left/resigned/terminated/retired employee.
- ☐ Bonus Preparation & disbursement as per form C.
- ☐ Maintaining Leave record/register & Leave Encashment Report.
- ☐ Preparing Manpower Annexure on closing of Every month to track left & new joined employee & total manpower.
- ☐ Prepare Compensatory off Report.

Recruitment (Joining) & Exit Formalities

- ☐ Short listing of candidates from the data which we get through advertisement.
- ☐ Conduction / Participation in Interview panel.
- ☐ Employee induction & training program to be scheduled & follow up progress report for further confirmation/extension.
- ☐ New joined & Full and Final documentation as per requirement.

Company Policy Implementation

- ☐ Proper Implementation & explanation of company policy over Employee to strengthen the Organizational structure.
- ☐ Issuing inter/intra dept. circular & responsible for internal recruitment procedure.

Government liasoining

- ☐ Employee state insurance corporation (ESIC)
- ☐ Provident Fund Organization (PFO)

Industrial Relations

- ☐ Practice to maintain harmonious relations between employees and employer by solving their problems through grievance procedure and collective bargaining.
- ☐ Manage the relations between actual work force and management of the organization.
- ☐ Emphasis on accommodating other parties interest, values and needs, develop skills of adjusting to and cooperating with each other.
- ☐ Handling Labor Union at State level.

Administration

- ☐ Legal Case (labor & civil) coordination with Advocates.
- ☐ **Over & Above-** Handling More than 500 Manpower

FAVOURS

- ☐ Can meet tough targets under pressure.
- ☐ Ability to cope up in any situation.
- ☐ Can perform in limited resources.
- ☐ Utilize the available resources with lots of ease with optimum utility.

ME AS A PERSON

A capable team player who is able to liaise with people at all levels,

Easy going and approachable, Flexible, adaptable and open to change, Can work on own initiative, Ability to multitask and priorities key tasks.

Declaration: I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date :

Prajjwal Arjariya

Place :