**ABHISHEK KUMAR**

**Email:** abhishekgupta1954@gmail.com

**Contact:** +91-8210316143

**PROFILE**

* Highly energetic and business savvy with rich, cross functional exposure of almost 5+ Years to the entire spectrum of HR, Administration, Operations, planning & Research solutions.
* Enthusiastic, results oriented HR professional with extensive experience in planning and
directing all areas of Human Resources that includes but is not limited to benefits,
compensation, employment law, employee relations, on-boarding, payroll, recruitment, Operations, administration and performance management.

**PROFESSIONAL EXPERIENCE**

**HR & Office Administrator, Arc Skills-Gurgaon (Education & Training MNC)**

**16th August 2018 to 30th April 2020**

* Taking Care of HR & Admin responsibilities of 3 regions- India, UAE & Malaysia
* Recruitment, selection & staffing
* Assisting with Recruitment Tracker
* Forwarding and coordinating requirement with recruitment consultants
* Orientation & Induction of new joinee
* Maintaining Employees documentation
* Activation & Cancellation of Official email id
* Assisting in HR Budgeting annual basis
* Assisting in HR Dashboard on monthly basis
* Assisting in Payroll of employees
* Liaising with mediclaim Vendors for addition & deletion of employees.
* Coordinating with payroll & statutory vendors
* Capturing leave details of employee in Tracker
* Forwarding respective leave details to respective employees on demand
* Employees Grievance handling
* Employee Engagement
* Conducting Exit Interview & Exit Formalities of resigned employees.
* Preparing experience letter for resigned employees
* Preparing agreement of vendors
* Liaising with Travel Agents
* Identify and liaise with external vendors
* Check point for vendor invoices
* Coordinating with vendors related any issue
* Taking care of office supply- Stationery & Housekeeping
* Vigilance on Supporting staff - Their Attendance & Grooming
* Taking care of hardware and software related issue of employee laptops
* Taking care of office Maintenance
* Assisting with new joinee & Consultants' onboarding & contracts
* Assisting with Consultants' invoicing

**HR & Admin Executive, Global Supply Centre- Seychelles-East Africa (Distribution-HORECA-Food)**

**03rd August 2017 to 04th July 2018**

* Recruitment, selection & staffing.
* Maintain database of entire staff as well as staff that left the organization.
* Visa processing of new staffs.
* Renewal of visa of existing staffs.
* Induction & Orientation.
* Arranging parties and functions.
* Monthly Payroll
* Handling employee’s grievances.
* Handling Maintenance & Operational issues.
* Liaise with employment related to any issues against the company related to staff.
* Liaise with Lawyer for any case against the company related to employee.
* Exit interview as well as final settlement.
* Maintaining employee records.
* Conducting performance appraisal.

**HR Executive , Stanvac-SuperonGroup–Gurgaon(Manufacturing)**

**20th October 2016 to 28th July 2017**

* Internal Recruitment for various profiles as per requirement.
* Maintaining recruitment tracker.
* Maintaining tracker of new joinees.
* Maintaining database of employees who left the organization.
* Maintaining attendance record.
* Adding new employee on attendance management program.
* Maintain leave records.
* Vendor Management.
* Orientation of new joinees.
* Performance Appraisal and Early Appraisal.
* All bills payment.
* Preparing offer letter, confirmation letter and appointment letter.
* Documentation of New Joinee’s.
* Conducting exit interview.
* Maintaining company no. database.
* Preparing ID cards.
* Taking care of laptop bond and loans of employee.
* ISO documentation.
* Update mediclam tracker.
* Good in Excel(V-Lookup, Pivot Table, Filter, Conditional formatting and other formulas of excel).

**Recruitment Executive-HR, Aspiring Minds Assessment Private Limited(Assessment Company)**

**2ndof July 2015 to 17th of October 2016**

* Working as a recruiter for a semi government project PMKVY under NSDC program.
* Recruiting middle level and high level assessors for NSDC for almost 24 Sectors.
* Communicating with Sector Skill Council (Govt. body) for approval of assessors.
* Deals with all documentation of assessors.
* Deals with Payment of Assessors and maintain database.
* Taking feed back
* Involved in all aspects of Human Resources including benefits, timekeeping, recruitment and new hire orientation.
* Counseling and mentoring employees and Management team to provide impartial determination to employee issues and to seek an effective resolution.
* Responsible for development, coordination and presentation of training programs.
* Proficient in giving valuable decision and taking the feedback from the employees.
* Expert in taking the order from the seniors and giving the valuable suggestions.

**INTERNSHIP:**

**Organization : ACME INFOSYSTEM**

**Duration :** 6 Week**(Jun 2011till Jul 2011)**

**Project Topic :** Recruitment and Selection

**Objectives -**

* To know how recruitment is done.
* To know the process of selection.
* How Interview is conducted.

**OTHER INTERNSHIP**

**Organization : Nielsen India Pvt. Ltd, Patna**

**Duration :** 2 months **(May 2010till Jul 2010)**

* Utilize HRB to maximize efforts to screen, hire and maintain employee information.
* Investigating and providing guidance on employee relations issues through progressive
disciplinary process.
* Administration budget maintenance and approval, including travel expenses and scheduling arrangements of corporate leadership and oversight of employee expense accounts. Involved in all aspects of Human Resources including benefits, timekeeping, payroll, and recruiting and new hire orientation.
* Counseling and mentoring employees and Management team to provide impartial determination to employee issues and to seek an effective resolution.

**EDUCATIONAL & PROFESSIONAL DEVELOPMENT**

**B.Tech (IT) - MBA (Integrated)(LPU, Jalandhar)**

 **Specialization:** HR and IT, CGPA-6.11

**HIGHER SECONDARY CERTIFICATE;**

CBSE, PMHS, Patna; 61.4%

**SECONDARY SCHOOL CERTIFICATE;**

ICSE, LOHIA NAGAR MOUNT CARMEL PATNA; 61.4%

**COMPUTER SKILLS**

**Operating systems :** Acquainted with windows XP/Vista/7/8/10.

**Languages :** C, C++, Java

**Packages :**Ms. Office, Excel & Power point

**Software :** SPSS

**ACADEMIC PROJECTS UNDERTAKEN**

* Banking Management System in java.
* A study of various training methods with special reference to Airtel, Jalandhar
* Training in Infosys class room program at LPU for 3 months.

**EXTRA CURRICULAR ACTIVITIES**

* Credentials of participating in quiz and culture events in the institute.
* Participation in cricket match.

**PERSONAL DETAILS:**

* DATE OF BIRTH : 20th April,1990
* NATIVE : Patna, India
* MARITAL STATUS : Single
* PASSPORT NO : M9163057 Valid Upto 10/05/2025
* CURRENT ADDRESS : C-60/2, JVTS Garden, Chattarpur Extension, New Delhi

**LANGUAGE PROFICIENCY:**

 Read write speak

 English : √ √ √

 Hindi : √ √ √

Place: New Delhi

Date:**(ABHISHEK KUMAR)**