

POSITION APPLIED FOR: HR ADMINISTRATOR/DOCUMENT CONTROLLER

RESUME

RAJEESH KUMAR T R

Email: rajeeshk860@gmail.com

Reach: +91- 7275696310 (Home-India)

Career Objective

To build a strong career in Human Resource & Administration, focusing at developing quality of Human Resource & administration by aligning individual organization goals. I get a decent a job in well know organization with opportunity to learn and grow.

Professional Summary

Over 5 (FIVE) years of work experience in the areas of Development, Managing & Controlling, Recruitment & Selection of Teaching Staff Administration, consultancy in field of HR.

Educational Qualification - (Degree /Diploma / Certificate)

- ❖ **M.B.A (Master of Business Administration) (2 Years-Regular Course Year 2018) (BSS COLLEGE)**
University: JS University SIKOHABAD FIROZABAD UP (Division-1ST)
- ❖ **B.A (Political Science) (3 Years-Regular Course (2015))**
University: DDU University Gorakhpur (Division-1st)
- ❖ **Higher Secondary (12th level) (2005)**
From Kerala State Board, (Division-1st)
- ❖ **Secondary (10th level), Matriculation (2003)**
From Kerala State Board, (Division-First)

JOB EXPERIENCE= Approx 5 years in HR & Administration

Organization: ST. JOSEPH'S SCHOOL FAZILNAGAR KUSHINAGAR UTTAR PRADESH

Designation: EXECUTIVE HR & ADMINISTRATOR

Terms: 8TH JULY, 2015 TO 25TH MARCH 2020

Job Responsibilities:

- Exposure to entire cross functional areas of HR.
- Handling Training & Development as well as Performance Appraisal.
- Industrial relations and Statutory Issues.
- Capable to plan & execute HRM strategy to support overall business & strategic direction of organization.
- Assist in Pre-selection and Post selection of candidates as teaching staff.
- Handling all personal matters including labour laws, General administration concerning Head office/Project sites& liaisoning with Government Department. Relationship establishment with agents.

Recruitment & Resource:

Design and implement an effective recruitment strategy and process to hire the best and talented candidates, responsible for recruitment plans and resource management. I am fully conversant with recruitment activities and can handle all related activities. Understanding the clients" requirement thoroughly, Matching the profile

according to the requirement in the web portal, internal data base and through job portal and personal contacts, Organizing the client interview on the scheduled time and place, Preparing the interview checklist, resume searching and job posting on job portals, data base management of CV, **short-listing** and screening them.

- **Dispatching offer letter** to the selected candidates.
- Understanding the client requirement
- **Preparing offer letters for selected candidates**
- Check the Availability of candidates, Their Current and Expected CTC, Lead Time through mail or through phone.
- **Coordinate Interviews** with the **short listed** candidates.
- Preparing Monthly reports on attendants and submitting to account department for **salary processing**
- Handle all type of office documentation with the help of computer.
- Organizing **telephonic & face-to-face interviews**.
- **Preparation of weekly and monthly report relating** to interviews with number of interviews happened, Offer Made and Candidates joined
- Providing **feedback to candidates regarding selection/rejection/documentation**.
- Maintaining excel sheets of candidate, client, number of requirement number of offers made.

PREVIOUS PROJECT.

- **WORKING IN ST JOSEPH'S SCHOOL FAZILNAGAR KUSHINAGAR UTTAR PRADESH INDIA.**
- **AS A HR ADMINISTRATOR OR ACCOUNTANT. -JULY 2015 TO 25TH MARCH 2020.**

JOB RESPONSIBILITIES

Prepare invoices.

Prepare Pay roll and SIF file.

Prepare day to day time sheet.

Purchasing materials as per site requirement.

Controlling Transportation.

Keeping all the records for the employees

Performance appraisal

Recruitment process.

Security

Travel & ticketing

Arranging Accommodation for our Employees.

Keep all the records check in & check out.

Looking after day to day office activities

Record attendance and checking attendance register

Salary increment

Prepare and control administrative budgets.

COMPUTER SKILLS

Diploma in Computer Application (Microsoft Office NIIT) 6 Month Duration.

- ❖ Operating System : Windows 98 and Ms-Dos.
- ❖ Software Packages : Ms Office (Excel, PowerPoint, Word)
- ❖ Data Base : Ms Access.
- ❖ Software using experience : Adrelin, Saral Paypack
- ❖ Software Packages : Soft skill point -6.0, Outlook.
- ❖ Internet & Intranet.

PERSONAL INFORMATION

Father's Name : Mr Rajeesh Kumar
Date of birth : 4TH May 1988
Gender : Male
Nationality : Indian
Marital Status : Married
Religion : Hindu
Languages known : English, Hindi, Malayalam

PASSPORT DETAILS

- ❖ Passport No.- H7572295 : Place of issue - COCHIN
- ❖ Date of issue- 02/06/2010 : Date of expiry- 01/06/2020

INDUSTRIAL VISIT

- ❖ IPCL (Indian Petrochemicals corporation ltd.) Gujarat.
- ❖ Hindustan Pharmaceuticals, Vadodara.
- ❖ Health Care, Vadodara.

Date: 24 /07 /2020

Rajeesh Kumar T R