

SINCE 1992

RAHUL KUMAR PANDEY

HUMAN RESOURCS EXECUTIVS

“ I am an experienced, practical, and outcome-oriented professional with a passion for all things in HR and the ability to have a real impact on HR Operations, Recruitment, Office Administration, Employee Relation, Organizational Development, and Training & Development. Possessing a trusted safe pair of hands on all administrative related matters, and able to spearhead the continuous improvement of policies and procedures. My key strengths include; having extensive knowledge of human resources information systems and being able to create a competitive advantage for my company at all operational levels. Associated with Evershine Steel as HR Executive. Offering 03 years of comprehensive experience in managing tasks involved in recruitment process including sourcing, screening, short listing the candidates, scheduling/ conducting interviews and finalizing salaries. Possessing strong functional acumen in planning, directing, and coordinating human resource management activities of the organization to maximize the strategic use of human resources. I am also known for successfully managing modern HR systems with deftness in maintaining harmonious relations among management and workers through efficient administration. In addition to my significant professional achievements, I also got recognized for as a proud recipient of Best documentation award in ISO audit. A hardworking, pro-active individual with an upbeat positive attitude and a creative & inventive thinker, who craves a challenge and who is not afraid to work outside his comfort zone. I have a track record of achieving & exceeding the standards of performance set out for any goals.”

I'm available in Dubai on a three-month tourist visa, valid until the end of Dec - 2020.



PERSONAL DATA

FATHER'S NAME	SURESH PANDEY
DATE OF BIRTH	17th JANUARY 1992
PLACE OF BIRTH	GOPALGANJ, BIHAR
COUNTRY	INDIA
MATERIAL STATUS	UN-MARRIED



PASSPORT DETAILS

PASSPORT NO	T2093509
PLACE OF ISSUE	PATNA
DATE OF ISSUE	21ST OCTOBER 2019
VALID UPTO	20TH OCTOBER 2029

COMPETENCIES

PROGRAM



- UBI Attendance
- Tally. ERP 9
- Pinnacle Studio, Creator, DMS etc.
- Website & Logo Design
- Basic HTML/CSS

SKILLS

HUMAN RESOURCE	●●●●●●
ACCOUNTS	●●●●
COMPUTER	●●●●●●
WEB DESIGN	●●●●
PURCHASE	●●●●●
SALES	●●●●

LANGUAGES

ENGLISH	●●●●●
HINDI	●●●●●
BHOJPURI	●●●●
ARABIC	●●●●



JOB / PRACTICE

12/2016 to Present

Career Brake

Jaipur Rajasthan

I started my position as an administration office at Evershine Steel Industries LLC and later, I was promoted to Human Resources Executive by the Managing Director as my incredible performance. I was the only person who had all the responsibilities of the Human Resources department, as well as coordinating with the Public Relations Officer and other technical panels, personal assistant work of the Managing Director, email writing of all fields like the Human Resources department, MD personal property emails and others etc. and I had to do many other things in the company which I have mentioned in my responsibilities. I also have working experience as a Public Relations Officer and Purchase Officer.

I have no professional experience during this period and there are two reasons for this:

As an HR executive at Evershine Steel, I had a great experience in the Human Resource department but did not have a professional degree, that's why I came back to India and started studying and last year I completed my master's degree in the Human resources department. **Meanwhile, CIPD Level 5 Diploma in HR and IELTS are going on.**

The second reason was, I became a professional stock market trader after quitting my job and till Covid-19, I did a lot of earnings.

Now, I want my position back with my professional experience and master's degree in the HR department. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

11/2013 to 12/2016

Ever Shine Steel Industries LLC and Commander Group

Senior Executive - HR & Admin

Job Responsibilities

1. Recruitment

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and shortlisting resumes through various job portals/ agencies or else internal reference, head hunting.
- Shortlisting the resumes based on desired skills and experience.
- Advertising vacancies, screening, and shortlisting resumes.
- Conducting telephone and Personal interviews in coordination with Managing Director.
- Preparing offer letter, employment contract, and job descriptions, completing joining Formalities and documentation.

2. Training & Development

- Identification of training needs and nominating candidates for training.
- Coordinating with the External Trainers regarding the Training schedule.
- Scheduling the Training Program & collecting the Feedback.
- Issuing training certificates after completion of the training.
- Evaluation of the employees' post-training program.

3. HR Administration

- Payroll processing, Final settlements, Insurance, Gratuity, and leave salary for 700 employees as per the UAE Labor and Employee Law.
- Compilation & processing of attendance data in the attendance system.
- Processing monthly attendance musters for workers, trainees & officers.
- Maintaining employees' personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters. Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

4. Employee Engagement

- Celebrations - EID, National Day Festival, and other company events.
 - Effectively managing welfare measures, management - employee get together, picnics & parties.
 - Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.
5. I had many other responsibilities in the company like MD tour plan, flight tickets booking, mails, interview scheduling, ISO audit, and more.

08/2009 to 10/2013

Gopalganj, India

Honda Motorcycle & Scooter India Pvt. Ltd.

Account Assistant cum DMS Operator



UNIVERSITY/EDUCATION

01/2017 to 02/2019

New-Delhi
India

IIBM Institute of Business Management

Master Program in Business Administration (MPBA)

Specialization: Human Resource Management
(Grade - A+)

01/2017 to 02/2019

New-Delhi
India

IIBM Institute of Business Management

Diploma in Business Administration (DBA)

Specialization: Human Resource Management
(Grade - A+)

Thirty-Six Hour

Jaipur
Rajasthan, India

International Institute of Information & Technology

Accounting with Tally.ERP.9

Passing Year - 2010, Legend - Fair (60-69.9%)

Twenty-Eight Hour

Gopalganj
Bihar, India

International Institute of Information & Technology

DCA (Diploma in Computer Application)

Passing Year - 2010, Passing Marks - 80%



AWARDS & ACHIEVEMENTS

- Won the Best documentation award in the ISO audit.
- Participation in various cultural activities at school & college level.

PROFILE

- Ambitious - to the point - energetic
- communicative - stress resistant
- flexible - analytical - social

SKILLS PROFILE

- Three years professional experience in Human Resources and Admin Department.
- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
- Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

CAREER OBJECTIVE

- Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

KEY RESPONSIBILITIES HANDLED

- Discuss with HR manager/ MD in the planning of Organizational recruitment.
- Take the interview of the recruiters.
- Make the joining documents of recruiters.
- Convey the Policies and rules to the employees.
- Maintain the records of employees.
- Track the daily attendance of the employees.
- Present the employees performance report in front of HR manager/ MD.

CORE COMPETENCIES

- Aggressive, Detail conscious, Good leadership skills, Effective communication skills, Ability to maintain interpersonal relations, Exquisite organizational & management skills, Confident, Flexible in work, Honest.

INTERESTS

- Reading, Designing, Yoga, Spots, Share Marketing, Trading Business, Video & photo editing, Interested in new challenges & opportunities

@ CONTACT

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