**RESUME**



**Mr. Ajit**

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**Asst. Manager HR with India Experience**

PROFESSIONAL PROFILE

An energetic and credible HR professional with significant exposure to delivering business relevant HR initiatives within dynamic environments in the Middle East

**OBJECTIVE**

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees’ needs.

**KEY SKILLS**

Manpower Management (Recruitment & Selection), Organizational Development, Job Evaluation, Grading & Performance Appraisal, Succession Management / Talent Management, Compensation Management, Employee Welfare, Performance Management

# PROFESSIONAL EXPERIENCE: 5 years of experience

**Organization: ITR**

**Asst. Manager (HR and Operation)** March 2013 to till now

**Responsibilities and Role details:**

* Recruiting and staffing,
* Posting of Job Description on Job Portals.
* Recruit graduates of colleges, universities and other educational institutions
* Strategizing long/ short term directions by forecasting the future manpower requirement and designing plans for acquiring requisite skills and competencies.
* Policy development and documentation.
* Performance Management & Improvement systems.
* Organization development, HR Audit, Employee Orientation and Training.
* Employment and compliance to regulatory concerns, Company employee and Community communication.
* Also responsible for Compensation and Benefits administration,
* Employee relations, Employee safety, welfare, wellness and health and counseling.
* Leave Management
* Ensure proper management of Staff amenities and occupational and health safety
* Exit Formalities

**Organization**: **Interscience Group**

**Asst. Manager (HR and Operation)**  From Jan 2012 to Jan 2013 (1.1 Year)

**Responsibilities and Role details:**

* End to End Recruitment
* Screening of resumes. Short listing of resumes. Email communication to potential candidates.
* Follow up with candidate pre-joining and post-joining, sorting the queries.
* Employee Communication and Grievance handling.
* Joining Formalities, Checking the documents.
* Maintaining personal Files, Leave Management
* Employee Welfare/ Event Management
* Exit Formalities

**Organization: Zep Infratech Limited**

**Designation: Project Engineer** From Oct 2009 to Nov 2010(1.1 years)

**Responsibilities and Role details:**

* Work as Chief Engineer for Uninor project in Odisha.
* Manage projects Independently of Uninor, Odisha Region.
* Manage the vendors. Manage Payments for Vendors
* Manage projects of Vodafone, Odisha.
* Manage the Supply chain from Warehouse of Reliance Project.

**EDUCATION & QUALIFICATION**

* **PGDM/MBA** in HRM from **IIMT** (AICTE & HRD of India) with CGPA-7.6 out of 10 from(2010 to 2012)
* **B-TECH** in Electronics & Telecomm. from Biju Patnaik University of Technology (BPUT) with CGPA 7.0 out of 10 from (2005 to 2009)

# COMPUTER SKILLS

* Microsoft Office 2007 - Word, Excel, and PowerPoint , CorelDraw

**ADDITIONAL SKILLS**

* Official social media account management skill
* Excellent event and Conference management skills
* Excellent Corporate Boucher, Magazine designing and Printing management skills
* Skilled in Microsoft Office (Word, Excel, PowerPoint).
* Excellent presentation slide making skills

# LANGUAGES

* **English –** Excellent reading, writing and speaking
* **Hindi –** Excellent reading, speaking
* **Odiya –** Excellent reading, writing and speaking

**PERSONAL DETAILS**

* Date of Birth: 26.11.1988
* Sex: Male
* Marital Status: Married
* Religion: Hindu
* Nationality: Indian

**ADDITIONAL INFORMATION:** I have visited Dubai, Hong Kong, Bangkok, Bali and Kuala Lumpur during my Job.