

Parashant

D.O.B: 20-july-1979

Nationality: Indian

Email: parashant-397216@gulfjobseeker.com

Visa: 3months visit In Dubai

**PROFILE**

Parashant was Executive corporate affairs with 3 years of experience in Arshiya international .He has proven success in HR,Office-Admin,Legaland multiplying business from limited material and resources is searching for a new industry where my experience and skills would be put in use.

**OBJECTIVE**

Immediately willing to join ,With my strong determination and dedication, hard work realistic & pragmatic approach to my professional life, I would participate & contribute actively in the success of the company & will try to do and would bring laurels to the organization.

**EDUCATION**

**Professional Qualification.**

**MBA (Hrm)** From Maharishi Dayanand University (M.D.U.) Rohtak.(Haryana)(2010).

**LLB.** From A.P.S University Rewa. (M.P).(2004)

**Academic Qualification.**

**B.A.** in 2000 from University College,Kurukshetra University.Kurukshetra.(India)

**+2** from Haryana State Education Board. Haryana. India.

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**Computer Efficiency.**

Intermediate Knowledge of MS-Office (Word, Power Point, Excel), internet &social networking

**Languages Known.**

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

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

**SPECIALIZED SKILLS**

* Excellent interpersonal and communication skills
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Expert knowledge of handling administration and paperwork
* Skilled in book keeping and preparing statistical and financial records
* Thorough insights in overseeing stock levels and ordering supplies
* Ability of recruiting, training and supervising staff
* Expert marketing skills to promote business

**PROFESSIONAL EXPERIENCE**

* Working with **Arshiya International Limited as Executive – Hr**, Corporate affairs & legal, since November 2010 to 2013.
* *Working with* ***Hotel Noor Mahal as a HR Executive*** *from 2013-2014.*
* 5 Years working experience **in Delhi & Haryana**.

**About Arshiya.**

Arshiya is a pioneering Unified Supply Chain & Infrastructure Group headquartered in India. The group envisages a phased investment of approximately USD 1.6 billion$ towards creating state-of-the-art infrastructure across strategic locations in India. The infrastructure comprises Free Trade & Warehousing Zones (FTWZ), Industrial & Distribution Hubs,Forwarding, Transport & Handling and Supply Chain Technology & Management solutions.

**Responsibilities and Role details:**

* Managing operations ,Co-ordinate administration, budget, payroll, staff and vendors.
* Maintain high standard quality hygiene, health and safety.
* Recruiting, training and motivating staff.
* Generating detailed daily, monthly, quarterly and yearly reports on business, staff and profit.

***About Noor Mahal,***

Noor Mahal Palace endorses the opulent royalty of the era of Indian maharajas, flaunting an enchanting fusion of elements inspired from traditional Mughal and Rajputana schools of architecture. A unique mélange of traditional royal essence with modern amenities, NOORMAHAL, Karnal exudes warmth and comfort for all its guests by preserving the legacy of India's deep-rooted past heritage. Stunningly set in vast expanse of natural splendour, NOORMAHAL is truly a one of its kind Palace in the region; an epitome of grandiose.

Responsibilities and Role details:

* Take the lead when it comes to any and all human resources matters and functions.
* Directing and overseeing the hiring, training, and dismissal processes and administering and monitoring benefit programs.
* Aware of employee relations ensuring they are healthy throughout the organization.
* Recruiting, training and motivating staff.

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 **OTHER INTERESTS**

 Bike Riding, watching YouTube videos, Gadgets freak

**THANKS**

 **Parashant**