**AMIT KUMAR**



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**Assignments in Talent Acquisition, Manpower Planning, Payroll processing, Employee Engagement, Induction & Orientation, with a leading organizations.**

**Work Experience:-**

**Ruhil Promoters Pvt Ltd.**

**Assistant Manager-HR (Generalist) Feb 16 to Till Date**

**Job Profile:-**

* Practiced in sourcing passive candidates, harnessing power of Internet through social media such as LinkedIn, and reducing cost-per-hire.
* Strong project executor who thinks ‘outside the box’ and effectively manages change, delivers results, and secures employee buy-in at all organizational levels.
* Taking care of Joining Formalities, Statutory Compliances, PF, ESI and LWF etc.
* Responsible for full cycle recruiting efforts
* Source passive and candidates for all exempt positions through cold calling, internet sourcing through traditional job boards, social media sourcing, and Boolean searches.
* Develop networks, both internal and external, to support passive recruiting efforts.
* Report on sourcing metrics and results to summarize weekly activities and ROI of recruiting resources.
* Created and managed a continuous pipeline of new business clients and leads through networking, cold calling, referrals, and on-line strategies.

**Fusion Microfinance Pvt. Ltd**

**Executive-HR (Generalist) Jan 15 to Jan 16**

**Job Profile:-**

* Sourcing candidates through different job portals align them for interviews
* Taking prelim interviews and coordinates with departments for subsequent Interviews and filing records of same.
* Joining formalities of new employees.
* MIS preparation of all the new joiners in different branches.
* Attendance collation of attendance received from different branches.
* Taking care of the statutory benefits of employee’s i. e PF, ESI etc and Maintaining data of the same.
* Maintain MIS for the physically present files of new joiners in head office and
* Continuously follow up the branches to remove pendency’s.
* Ensure timely third party reference check of all the new joiners and preparing
* Report of the discrepant and forwarding to CEO.
* Taking care of the companies buddy program and reward and recognition Program.
* Played significant role in introducing HRIS Ramco for payroll and Attendance, employee master data module.

**J.W Marriott Hotel,Pune**

**HR Associate Jun 12- Jun13**

**Job Profile:**

**Talent Acquisition:**

* Handle complete Recruitment Life Cycle & proactively work with Functional Heads in anticipating current and future resourcing requirements.
* Prepare Offer and Appointment Letters.
* Take care of joining formalities, Induction and On-Boarding.
* Give the Corporate Presentation and basic orientation to the new joiners, and have all the joining formalities completed. Manage complete hire to retire cycle.
* Maintain the complete MIS of the employees.

**Educational/Professional Qualification:-**

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| --- | --- | --- | --- |
| **DURATION** | **QUALIFICATION** | **NAME OF SCHOOL/COLLEGE** | **BOARD/UNIVERSITY** |
| Aug 2013-June 2015 | MBA(Human Resource) | Army Institute of Management &Technology | Guru Govind Singh Indraprasth University,Delhi |
| June 2009-June 2012 | B.Sc(Hotel Management) | Institute of hotel Management and Catering Technology | Bharati Vidyapeeth University,Pune |
| June 2005-June 2006 | Higher secondary certificate | Army School,bhopal | Central board of secondary education |
| June 2003-June 2004 | Senior secondary certificate | K.V hissar cantt. | Central board of secondary education |

**Summer Internship (MBA)**

**Name of Company:** Courtyard Marriott, Gurgaon

**Title of Report:** To study employee engagement in Courtyard Marriott

**Summer Internship: B.Sc (H & HA)**

**Training/S Undertaken**: 1st Nov to 1st Dec 2010 Le Meridian hotel, Pune

25th June to 1st Nov 2011 Vivanta by Taj Hotel, Pune

**Seminars:**

* National Seminar on “Talent and Key Skill, Knowledge Matrix Required in Financial Sector at Entry Level”
* Transforming Leadership: Value Creation - Winning the Talent War
* Seminar on "Corporate Employability Skills" by The HR Club

**Achievements:**

* Mr.Anugoonj Pre-winner in Annual Festival at GGSIPU University.
* Cultural committee head in Bharati Vidyapeeth University**.**
* Stood Runner Up in Nukkad Natak competition held at IILM,Noida
* Worked as Team Leader in Talent acquisition at SS consultancy. Also recommended as Best Team leader.
* Won First prize in Inter college debate competition.
* Won first prize in Skit, Rebranding, poster making at AIMT.
* Won first prize in Nukkad natak held at AIMT, Greater Noida.

**Personal Details:**

* Name: Amit Kumar
* Date of Birth: 12-02-1989
* Father’s Name: Kripal Singh
* Marital Status: Single
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