**RAJENDRA AHIRWAR**

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Address: House No 82, Latar Distt-Anuppur (M.P)

# CAREER OBJECTIVE

To build a career in human resources and supporting the company in needs of candidate. Coming with extensive knowledge of recruitment, human resource principles and ability to handle complex problems using outstanding organizational and time management skills.

# AREA OF EXPERTISE

* Business continuity plans.
* Risk management.
* Coaching- leadership, executive, management.
* Career planning/development.
* Organizational structure.
* Recruitment and selection
* Possesses excellent experience in IT and non IT recruitment.
* Good knowledge in pf, esic, bonus and gratuity.
* Shops and establishment act.
* Presently working as HR Manager in Comfort Inn Vilasa, Burhar (M.P).

# KEY SKILLS & COMPETENCIES

* Excellent communication skills, both written and verbal.
* An ability to build rapport and build trust quickly with work colleagues.
* Strong decision making and problem-solving skills.
* Good analytical and decision making skills.
* Good knowledge in recruitment.
* Teamwork, Hr policies, HR Analytics.
* Ability to perform in tough situation

# ACADEMIC QUALIFICATION

* MBA in HR From RDVV Jabalpur(2021)
* Completed Bachelors in Computer Application from the University of Makhanlal Chaturvedi Bhopal(2019)
* Diploma In Computer Application From Mcrpv Bhopal(2016)
* Intermediate from MPBSE BHOPAL board (2012)
* Matriculation from CBSE board (2010)

# WORK EXPERIENCE:

**Comfort Inn Vilasa (Choice Hotels) – Human Resource Executive Date (June2020-May2021) 2021)**

* Update our internal databases with new employee information, including contact details and employment forms
* Gather payroll data like leaves, working hours and bank accounts.
* Having very good knowledge on ASAP Methodology, Preparation of BBP and others documents like Configuration, Business Flow Docs, End User Manuals, Test Scenarios, Test Scripts etc.
* Screen resumes and application forms.
* Schedule and confirm interviews with candidates pages and social networks
* Prepare HR-related reports as needed (like training budgets by department)
* Address employee queries about benefits (like number of remaining vacation days)
* Review and distribute company policies in digital formats or hard copies
* Participate in organizing company events.

**Ashman Foundation – Human Resource Intern Date (April2021-July2021)**

* Screening resumes and application forms.
* Conducting Interviews.
* Recruitment and selection.
* Management information system
* Update employee files (e.g., contact information, updated resumes, etc.)
* Provide applicant preliminary screening and prioritize candidates
* Facilitate accurate and timely communication with applicants
* Schedule and confirm interviews and confirm all relevant details
* Track and organize vacation day, time off, and sick leave data
* Update job listings and information, as needed
* Prepare and distribute monthly reports
* Ensure all departments are made aware of new employee policies

**Comfort Inn Vilasa (Choice Hotels) – Human Resource Manager Date (June2021- Till now)**

**Executive Date (June2020-May2021) 2021)**

**Date (April2021-July2021)**

* Design hiring plans for all hotel departments based on seasonal needs
* Interview and assess job candidates
* Manage compensation and benefits plans
* Oversee employee attendance and working schedules, including paid time off, overtime and breaks
* Onboard new hires
* Report on employee turnover rates
* Organize employee records, like contracts, paying special attention to work permits and visas
* Implement employee retention programs (like end-of-season bonuses)
* Coordinate accommodation, catering and transport for our staff when necessary
* Schedule trainings for all hotel employees (for example, customer service skills training)
* Act as the point of contact when employees have queries or job-related issues
* Ensure hotel staff complies with relevant health and safety regulations
* Consistently recruiting excellent staff.
* Maintaining a smooth on boarding process.
* Training, counseling and coaching our staff.
* Resolving conflicts through positive and professional mediation.
* Carrying out necessary administrative duties.
* Conducting performance and wage reviews.
* Developing clear policies and ensuring policy awareness.
* Creating clear and concise reports.
* Giving helpful and engaging presentations.
* Maintaining and reporting on workplace health and safety compliance.
* Handling workplace investigations, disciplinary and termination procedures.
* Maintaining employee and workplace privacy.
* Leading a team of junior human resource manager.

# PERSONAL DETAILS

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| --- | --- | --- |
| 1 | Marital Status | : Married |
| 2 | Languages Known | : English, Hindi, |
| 3 | Date of Birth | : 07/07/1994 |

RAJENDRA PRASAD AHIRWAR