



Dipak Kumar

HR Manager

Proactive professional experience and a proven knowledge of compensation, competency-based performance and employee benefits. Aiming to leverage my skills to successfully fill the HR position role at your company.



masterdeepak51@gmail.com



9304259009



Jodhadih More, Chas, Bokaro,
Jharkhand, Bokaro, India

SKILLS

Advance Diploma In
Computer Applications

Communication Skills

Administration expert

HRIS Knowledge

Teamwork

Excellent strategic
thinking

LANGUAGES

English, Hindi,
Bengali, Bhojpuri, Oriya
Full Professional Proficiency

INTERESTS

Athletics

Tournaments

Academics

Logistics

EDUCATION

MBA

Guru Govind Singh Educational Society'S Technical Campus

01/2020

Bokaro

BTECH(EEE)

RVS College of Engineering & Technology

01/2013

Bokaro

WORK EXPERIENCE

HR Manager

Grifeo Tech Private Limited

05/2020 - 12/2020

Bokaro

Achievements/Tasks

- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Analyze training needs to design employee development, language training and health and safety programs.
- Identify staff vacancies and recruit, interview and select applicants.
- Serve as a link between management and employee by handling questions, interpreting and administering.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.

Electrical Instructor

Akash Ganga Pvt. Ltd.

01/2017 - 08/2018

Bokaro, Jharkhand

Achievements/Tasks

- Maintain student records, grades and other activity information.
- Plan, evaluate, revise curricula, course content, course material and methods of instruction.
- Initiate, facilitate and moderate class discussions.
- Participate in student recruitment, registration, placement activities and community events.
- Perform administrative duties such as serving as department head.

CERTIFICATIONS

PLC's

TQM

PERSONAL PROJECTS

Vocational Training at SAIL Bokaro

Sudha Dairy at Bokaro Steel City