

CURRICULUM-VITAE

Correspondence Address:

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Objective:

To take up challenging jobs and work towards it with commitment and involvement, applying all my knowledge, creative ability, for successful execution of the job and to be an assets for the organization am working in.

Technical Profile:

- Working knowledge of M.S. Word, Excel and PowerPoint.
- A R S Personnel Attendance Maintenance System. (Aeon Info Tech Pvt.Ltd.)
- P M S Developed by Intellect Data System (p) Ltd., (Enterprises version) Bangalore.
- Diploma in Computer Applications.

Academic Profile:

- Completed **M.B.A.** from **JEEVAN DEEP INSTITUTE OF MANAGEMENT & TECHNOLOGY**, Varanasi affiliated to UTTAR PRADESH TECHNICAL UNIVERSITY, LUCKNOW in 2009.
- **Bachelor of Arts** from **Mahatma Gandhi Kashi Vidyapeeth, Varanasi** with Economics & psychology in 2006.
- **Intermediate** from Board of Uttar Pradesh.

- **S.S.C.** from Board of Uttar Pradesh.

Industrial Training:

- Two months **Vocational training** in **PEPSICO CO., Mirjapur (U.P.).**

Professional Experience:

- Presently working with **Morpho Hotels & Resorts Private Limited Kakarmatta Varanasi** as a **Human Resource Manager** since March 2021 to till the date.
- Worked with  **intelliStay Hotels Private Limited** as a **Regional Human Resource Manager-North** since January 2019 to Feb 2021.
- Worked with **La Place Sarovar Portico, Lucknow** as a **Human Resource Manager** since June 2015 to December 2018.
- Worked with **Clarks Inn, Agra** as an **Assistant Manager Human Resource** since July 2014 to June 2015.
- Worked with **Sarovar Portico Naraina, New Delhi** as an **Assistant Manager Human Resource** since September 2013 to July 2014.
- Worked with **Golden Tulip Chattarpur New Delhi** as an **Assistant Manager Human Resource** since October 2012 to September 2013.
- Worked with **Tulip Inn One Continent, Abids, Hyderabad, A.P (Golden Tulips International)** as a **Human Resource co-coordinator** since Feb 2011 to October'2012.
- Worked with **Hotel Minerva Grand, Secundrabad** as a **Human Resource Associate** since June'2010 till 11th Feb'2011.

Nature of Work Profile:

- Maintenance of employee's personnel files
- Preparation of induction programs for newly joined employees.
- Maintenance of Attendance Registers

- Maintenance of Leave Registers
- Preparation of Salary Statements & Pay slips(On fully computerized payroll module of P.M.S, I.D.S., Bangalore)
- Preparation of extra duty summary
- Maintaining of all statutory Records of E.S.I, P.F, Bonus, and Gratuity & Professional Tax.
- Staff Lockers / Cafeteria records.
- Settlement of left employees
- Preparation of Man power statement Monthly
- Monitoring staff grooming /late/absentees etc
- Monitoring security dept.
- Day to day reporting to General Manager
- Coordinating to all staff & H.O.D's

Strengths:

- Team Player
- Constant conscious
- Initiative
- Risk taking
- Open to learning new things
- Hard working and Honest
- Excellent analyzing skills
- Punctual and Discipline

Personal Profile:

Name : Ashutosh Kumar Rai

Father's name : Sri Babban Rai

Date of Birth : 01/07/1985

Marital Status : Married
Nationality : Indian
Languages known : English, Hindi, Telugu.

Permanent Address : S/o Sri Babban Rai
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Cell No: +91-9453211325, +91-9454684114

References: will be provided when its required.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

(Ashutosh Kumar Rai)