

CURRICULUM VITAE
GOOD JUDGEMENT COMES FROM EXPERIENCE.



RAJESH KUMAR

Present Address

Flat No. NT-404,
 GS Medical College Campus
 Pilkhuwa, Hapur
 (UP)245304

Permanent Address

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Major Strengths

- ➡ Time Punctuality
- ➡ Good Communicational Skills
- ➡ Hard Working
- ➡ Optimistic Attitude
- ➡ Adjustable in Any Environment

Hobbies

- ➡ Music
- ➡ Cooking

Carrier Objective

I wish to work in environment where people voluntary to give their best for the success of their organization and always remain ready to face new challenges in the life.

Strength

- Positive Attitude.
- Ability to work under pressure.
- Quick adaptability to any environment.
- Leadership skills.
- Good communication.

Educational Qualification

- M.B.A. from Subharti University, Meerut, Session- 2017-18.
- POST GRADUATE DIPLOMA IN COMPUTER APPLICATION from KARNATAKA STATE OPEN UNIVERSIT,Session-2014-15.
- STENO GRAPHY/HINDI from GOVT. I. T. I., NARWANA, Session-2012.
- Bachelor in Art Passed from KURUKSHETR UNIVERSITY, KURUKSHETRA, Session- 2011.
- 12th Passed from H.B.S.E., BHIWANI BOARD , Session-2006.
- 10th Passed from H.B.S.E., BHIWANI BOARD, Session-2004.

Other Activities

N.S.S. (National Service Scheme).

Working Experience

S. N.	Company/ Organization Name	Designation	From	To	Period
1.	GS Medical College & Hospital, Pilkhuwa, Hapur (UP)-245304	Assistant Manager (Promoted)	01.01.2023	Till date	1Y 5M
2.	GS Medical College & Hospital, Pilkhuwa, Hapur (UP)-245304	Sr.-Executive-HR (Promoted)	01.12.2020	31.12.2022	2Y 1M
3.	GS Medical College & Hospital, Pilkhuwa, Hapur (UP)-245304	Executive-HR	01.03.2017	30.11.20	3Y 9M
4.	GMCH, GAC, GNI-Kandela, Jind (Haryana)-126102	Assistant-HR	19.02.14	27.02.17	3Y 9D
5.					

Current Working-1

Company or Organization Name	: GS Medical College & Hospital, NH-24, Pilkhuwa, Distt. Hapur, (UP)-245304
Designation/Department	: Assistant Manager/Human Resource From 01.03.2017 Onwards
Period	: Total 7Y+5 M

Responsibility/ Work:-

- **NMC/MCI Related;** Active Role in all type inspection NMC/MCI, University, DDME Inspection for UG & PG Inspection.
- Keep up-to-date Form-A, A-I & A-II, A-III (Compliance) , Form-B as per requirement of NMC/MCI.
- AEBAS Related Registration & attendance etc.
- To check daily updates on the MCI/NMC website and to work as per requirements.
- Documents verification & Publication (Indexing) & Joining of Faculty/Residents.
- To ready final inspection report with inspector.
- **HR:-** To look after from joining to exit. Exit Interview & Feedback.
- To look after Employees Master Database, Personal File, ID Card, Leave Records.
- Faculty & Residents hiring.
- Attendance Calculation, Preparation of Salary Slip, Solve salary related query.
- To handle day-to-day HR activities. Policy implement as per requirement.
- Correspondence file, Confidential Records, etc.
- Grievances (Faculty & Residents).
- **247HRM Software & RealTime;** Enrolled New Employees and keep up-to-date software with New Joining to Relieving & leave record. Daily leave approval through Software.
- **Interns:-** Prepare Interns Annual Time Table according NMC, Attendance & Related Grievance.
- **Worked in QCI & NABH Inspection**
- **Hospital Registration:-** Provide faculty data for Hospital Registration Data, etc.

Working Experience-2

Company or Organization Name	: Gangaputra Medical College & Hospital Kaithal Road, Kandela, Jind City, Haryana-126102
	: Gangaputra Ayurvedic College Kaithal Road, Kandela, Jind City, Haryana-126102
	: Gangaputra Nursing Institute Kaithal Road, Kandela, Jind City, Haryana- 126102
Designation/Department	: Assistant-HR/Human Resources
Period	: 19th February, 2014 to 27th February, 2017 (3 Years 09 Days)

Responsibility/ Work :-

- Active role in all type of inspections and their approval like MCI, CCIM, INC & University Inspection.
- **Worked in Medical College.**
- **Worked in Ayurvedic College.**
- **Worked in Nursing School.**
- **Dealing with all Faculty.**
- **Recruitment;** Hiring, Advertisement, Resume shortlisting, Interview scheduling, Candidates screening, Documents verification, Salary Negotiation.
- **HR;** Offer Letter, Appointment Letter, Joining Letter, ID Card, Experience Letter, Termination Letter, Relieving Letter, Show Case Notice.
- To maintain the records from joining to relieving; (Hard & Soft Copy).
- To maintain all employee's personal files.
- To maintain Employees Master Database.
- Preparation of daily, weekly, monthly reports; Joining Report and Relieving reports, Manpower requirement report,
- Preparation reports for management as per requirements.
- To maintain the leave records of all employees.
- Employees Grievances, Show Case Notice, Promotion Transfer, Disciplinary Action.
- Correspondence file, Confidential Records, etc
- Handle day-to-day HR activities.
- **Payrolls;** Employee's attendance, Attendance Calculation, Salary Calculation, Salary Slip.
- **Administration;** Security, Transport, Housekeeping, Gardner etc.
- **Duty Roster;** Nursing Staff, Security, Transport, Housekeeping, Electricians.
- **Student;** Examination form and fees, result , DMC's & university related dealing.

Working Experience-3

Company or Organization Name	:	Oasis InfoTech-Jind Opposite Abhinandan Hotel, Near Post Office, Gohana Road, Distt. Jind, Haryana-126102.
Designation /Department	:	Data Entry-Cum-Clerk
Period	:	1 st January, 2012 to 14 th February, 2014 <u>(2 Years 1M 14D)</u>

Responsibility/ Work :-

- Preparation of admission Process.
- Maintain records of students; departmentwise, coursewise, batchwise, gender wise and category wise.
- Student's issues regarding result, DMCs and etc.

Working Experience-4

Company or Organization Name	:	Capital Computer Academy Gohana Road, Distt. Jind, Haryana-126102
Designation /Department	:	Data Entry Operator
Period	:	July-2007 to September-2011 <u>(4 Years 02 M)</u>

Responsibility/ Work :-

- Same responsibility as at Oasis InfoTech- Jind.

Computer Knowledge

- Good command of English Typing Speed 45+.
- Good command of Hindi Typing.
- Good command of MS-office, Excel, Paint etc. which have been used in routing office work.
- Knowledge of software installing.
- Working knowledge of Internet, Mail, etc.

Personal Details

Father's Name	:	Sh. Daya Singh
Mother's Name	:	Smt. Roshni Devi
Date of Birth	:	27 th November-1989
Sex	:	Male
Nationality	:	Indian
Languages	:	Hindi/English/Sanskrit
Marital Status	:	Single

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge and I bear the responsibility for the correctness of the abovementioned particulars.

Place: _____

Date: _____

(Rajesh Kumar)

Please keep it confidential till joining

Not believe in luck, believe in hard & smart work

Reference:

Employer Comments:-