

ADITYA KUMAR

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CAREER OBJECTIVE

To be associated with a progressive organization which can provide me a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

EDUCATIONAL QUALIFICATION

- Masters in HR and Marketing from Swami Vivekanand Subharti University DDE with 66.85 %
- Graduate in Bachelor of computer application from Sikkim Manipal University DDE with 63 %
- Digital Marketing Certification: **Indian Institute of Management (IIM) Rohtak**
Completion: [Dec 2023-ongoing]

WORKING EXPERIENCE

- **unHR (Talent Loans Technologies Pvt. Ltd)**
 - **Worked as HR Business Partner-** April 2023 to June 2023

JOB DESCRIPTION

- Managed HR functions for 7 to 8 startup clients concurrently, spanning diverse sectors including Digital Marketing, Manufacturing, Events, and FMCG.
- Utilized various HRMS portals (ZOHO, KEKA, Salary Box) to optimize workflows and enhance client service.
- Led payroll using different portals (Credly, Paybook).
- Drafted policies and fostered a positive work environment to facilitate client success.
- Led end-to-end recruitment processes, from talent acquisition to retirement planning.
- Successfully executed campus hiring initiatives at NIFT and Delhi University.
- Employed multiple job portals to attract and secure top-tier talent.
- Managed attendance and payroll, ensuring accurate and timely processing.
- Safeguarded company documents and files with the utmost confidentiality.
- Orchestrated engaging Employee Engagement Activities, enhancing team morale and collaboration.

WORKING EXPERIENCE

- **Nesh India Infrastructure Pvt. Ltd**
 - **Worked as HR & Admin Manager -** April 2022 to March 2023

JOB DESCRIPTION

- Streamlined recruitment processes, resulting in improved candidate quality and reduced time-to-fill.
- Led payroll processing for employees, including housekeeping and maintenance staff.
- Managed employee relations, addressing complaints, disciplinary matters, and terminations.
- Oversaw budgets, benefits administration, and overtime management.
- Ensured compliance with company policies and legal regulations.
- Developed and executed high-level company strategies.

- Introduced innovative recruitment strategies and enhanced training initiatives.
- Monitored and evaluated employee performance and facilitated career development.
- Cultivated and nurtured a positive company culture.

WORKING EXPERIENCE

- **Stylework Innovation Hub Pvt. Ltd.**

- **Worked as Senior Executive HR and Admin** - Aug 2021- April 2022

JOB DESCRIPTION

- Utilized HRMS (KEKA) software to optimize HR processes.
- Spearheaded recruitment, selection, and onboarding procedures.
- Aligned policies and procedures with company vision and goals.
- Organized and executed various team-building and recreational activities.
- Efficiently managed Google Drive systemization and file management.
- Oversaw vendor management, asset handling, and departmental coordination.
- Led talent management, training, and performance management initiatives.
- Provided counseling and resolution for employee and management issues.

WORKING EXPERIENCE

- **SIGMA TEST AND RESEARCH CENTRE**

- **Worked as Admin Assistant-** from Sep 2019- July 2021

JOB DESCRIPTION

- Assisted HR in recruitment, candidate screening, and sourcing.
- Managed CRM software and job postings on different platforms.
- Facilitated joining formalities and exit procedures.
- Administered and reported records while handling walk-in clients.
- Collaborated with HR on various HR-related tasks.

WORKING EXPERIENCE

- **FILAMENTS VISUAL EFFECTS Pvt. Ltd**

- **Worked as Quality Control Assistant Lead** – from May 2015 - July 2018

JOB DESCRIPTION

- Assisted HR in recruitment, training, and project management.
- Ensured high-quality standards for products to meet client demands.
- Led and guided teams to successful project completion.
- Evaluated bugs and provided corrections.
- Conducted training on project guidelines and rules.

EXTRA CURRICULAR ACTIVITIES

- State-level participant in Science Olympiad.
- Coordinator for "Microsoft App Fest 2013" National College Fest.
- Winner of PPT presentation on "Current Computer Demand in Society."
- Active participant in various sports and cultural activities.

SKILLS

- Strong understanding of HR practices and labor laws.
- Proficient in HR software and Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Exceptional organizational and problem-solving abilities.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date:

(Aditya Kumar)