

## **ASHISH RAWAT**

**Contact:** +91-7248632356

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### **Career Objective**

- To gain greater insight into the field of Human Resource by the rich exposure through diverse assignment and working with people of caliber. I would constantly look out challenges, which would help me to achieve my personal and professional goal.

### **Work History**

#### **HR Operations Associate, 07/2018 to Current**

#### **IndusInd Bank (Hinduja Global Solutions) – New Delhi, DL**

- Handling Onboarding (Joining formalities).
- Coordination with Employees for Hard Copies (Joining Documents).
- Assisting candidates with Joining formalities who reports to Office.
- Liaising with HR Business Partners on day to day activities.
- Liaising with onboarding for payroll related queries.
- Preparing monthly/weekly payroll status reports.
- Manage and up keeping of Onboarding Checklist.
- Ensuring 100% quality.
- Closely monitoring Payroll cycles and ensuring 100% SLA adherence.

### **Academic Qualifications**

- M.B.A in HR from Graphic Era Hill University in year 2018.
- Graduate from D.B.S P.G College in year 2016.
- Passed H.S.C. from Constancia School in year 2012.
- Passed S.S.C. from Constancia School in year 2010.

### **Summer Internship**

- **Project Assigned** : CV/ Resume Analysis  
Recruitment and Selection Process  
Training and Development
- **Company** : I IPL ( Initiators Indiantiators Pvt. Ltd. )

- **Period** : July 3 to Aug 16, 2017

### **Academic Extra-Curricular**

- One week training at Big Bazaar ( Division of Future Retail Ltd.) in Marketing and Sales.

### **Workshop**

- Attended two day workshop on “Introductory Phonetics” organized at our College. Conducted by Dr. Somdev Kar (PhD, University of Tubingen, Germany).
- Attended three day workshop on Experiential Learning – A Journey from Campus to Corporate organized by School of Management at our College. Conducted by Sanjay Joshi (Regional Director HR – South Asia Intertek Ltd.

### **Skills Set**

- Extremely organized.
- Passion for continuous learning.
- Ability to embrace efficiency
- Team and collaboration.

### **Personal Details**

- **Address** : House No-225, Keshav Vihar, Chanderbani Road, Sewlakala, P.O. Mohobbewala, Dehradun(UK) .
- **Date of Birth** : 09/10/1995
- **Father’s Name** : Mr. Prem Singh Rawat
- **Mother’s Name** : Mrs. Dileshwari Rawat
- **Martial Status** : Single
- **Languages Known** : English, Hindi

### **Declaration**

I hereby declare that all the information mentioned above is true the best of my knowledge.

**Date :**

**Place: DEHRADUN**

**(ASHISH RAWAT)**