

# Raj mishra

Assistant (HRM)



## PROFILE SUMMARY

Experienced HR Executive proficient in recruitment, onboarding, and managing full and final settlements. Skilled in conducting insightful exit interviews to enhance organizational learning. Ensures strict adherence to labor laws and compliance requirements, mitigating risks effectively. Committed to fostering a positive work environment through efficient HR practices.

## PERSONAL INFORMATION

### Email

raj089739@gmail.com

### Mobile

(+91) 7303454812

### Total work experience

1 Year 6 Months

### Social Link

<https://www.linkedin.com/in/raj-mishra-51a55a217/>

## KEY SKILLS

Interview Coordination

Screening

Job Posting

Shortlisting

Salary Negotiation

Interview Scheduling

Joining Formalities

HR Operations

## OTHER PERSONAL DETAILS

City Noida

Country INDIA

## LANGUAGES

## EDUCATION

2026

MBA/PGDM

**Dr. APJ Abdul Kalam Technical University,  
Lucknow**

2023

B.B.A/ B.M.S

**Greater Noida Institute of Technology, Greater  
Noida**

2020

XIIth

**English**

2018

Xth

**English**

## WORK EXPERIENCE

Mar 2024 -  
Present

Assistant (HRM)

**NBCC**

Onboarding, full and final settlement, general administration, employee engagement, site inspection, employee database & Handling legal matters related to employment such as employment contract and terminations.

- english
- hindi

Jan 2023 - Mar 2024

Executive HR

### **NOTOFIRE pvt ltd**

Recruitment, Managing employe records, Employee onboarding, conducting exit interviews, providing guidance and support to managers in conducting performance recievs, jobs posting over linkedIn and Naukri portals, negotiate salaries and responsible for entire employee lifecycle. coordinate for offer and onboarding of candidates. Develop and update job description.

### **COURSES & CERTIFICATIONS**

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- google digital marketing