Mohit Awasthi
Mobile: +91-8376011986
E-Mail: mohitawasthi108@gmail.com

CAREER OBJECTIVE

Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities, and adapt readily to new challenges. Enjoy working in a multicultural and vibrant team, and look forward to making a difference in a global HR team.

ORGANISATIONAL EXPERIENCE

PASCO AUTOMOBILE NEXA , FARIDABAD IN (HUMAN RESOURCE)

02/12/2021 - CURRENT

 Responsibilities: -

- **Coordinated on-site interviews for 70+ candidates by assessing the availability of the hiring team and the candidates.**
- **Answered employee inquiries surrounding coverage and benefits of health plans, eliminating 3 hours of extra work in the HR department each week**
- **Collected and organized employee information changes for over 25 employees to ensure data integrity.**
- **Worked with human resources manager to create documentation and training materials for staff on boarding.**
- **Created and updated job ads on Indeed, LinkedIn, and Glassdoor to source 20+ new candidates**
- **Good Working knowledge of MS Word, Power point and EXCEL**

PROFESSIONAL SKILLS

- **Understanding of recruitment process and payroll compliances.**
- **Ability to learn things quickly & effectively**
- **Capable of conducting employee engagement activities.**
- **Strong communication skills and people management skills**
- **Documentation, reporting and ability to deal with employee grievances.**
- **Proficient in MS Word, Excel and PowerPoint.**
- **Recruiting coordination**
- **Detail-oriented**

EDUCATIONAL QUALIFICATION

- **MBA in Human Resource Management with 7.41 CGPA from Chandigarh University 2024.**

- **Bachelor of Business Administration (BBA) from Maharishi Dayanand University, 2018-21**

EXTRAMURAL ENGAGEMENTS

- **Awarded man of the match in college level cricket tournament.**

IT FORTE

Operating   Systems: **Windows 95/ 98/2007/2010/2011**

Application   **:**   **MS Office - Word, Excel, Power Point**

PERSONAL DOSSIER

Date of Birth	**:**	**14.11.2000**
Address	**:**	**Saurav Vihar, Jaitpur Badarpur (New Delhi)**
Gender	**:**	**Male**
Languages Known	**:**	**English & Hindi**