



# HITESH YADAV

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## Objective

An ambassador of change and a result oriented individual committed towards the growth of people & organization. Expert in developing, recommending and implementing human resources strategies and policies in support of business objectives with overall experience of 1+years into various business management sectors.

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## Experience

- Thrivera staffing services pvt Ltd** July 2023 - Mar 2024  
Human Resources Executive  
Role and Responsibilities:-
  1. Handling Recruitment & Selection Process (Internal as well external).
  2. Responsible for End to End recruitment starting from Requirement gathering till closure.
  3. Post the job on multiple sourcing portal and social media platforms.
  4. Screening of CVs, scheduling interviews, follow up with the client and the candidate, negotiation at offer acceptance stage
  5. Collecting necessary documents with candidates like resume, photos, ID proof, and all important documents.
  6. Maintain daily attendance, biometric records of staff and employees.
  7. Handling all operations work like internal salary processing, Maintain Attendance, Documents verification and joining formalities.
  8. Proper knowledge in statutory compliance (EPF, ESIC) and compensation & Benefits recruitment and selection.
  9. Knowledge in advance excel, Practical knowledge in payroll processing.
  10. Issuing letter of offer/Intent/Employment to the selected candidates.
  11. Creating entries in software, Drafting & issuing offer letter and also taking care of exist formalities.
  12. Maintain HR policies as per company norms.
- Mount Talent Consulting Pvt Ltd** 4, July 2022 - 31, May 2023  
HR Associate (Management trainee)  
Roles and responsibilities:-
  1. Understanding the requirement and accordingly drafting the job description and getting approved from the concerned person.
  2. Handling End to End recruitment coordinator.
  3. Collecting required documents before or on the day of joining.
  4. Identify and enable hiring channels to enhance overall recruitment productivity through naukari portals, social media and Employee Referrals etc.
  5. Arrange the interview and perform reference checks and negotiating the offer and manage the on boarding and new hire process.

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## Education

- Shri Vishwakarma Skill University ( Palwal)** 2023  
Master Degree in Human Resources Management  
A grade
- Kishan lal Public College, Meerpur (Rewari)** 2020  
Bachelor of Science(B.Sc)

55.62%

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### **Skills**

- Strategic planning, Employee Engagement, Recruitment, HR operations, Client Acquisition, leave management, HR policies, client contract negotiation, sales pipeline management, legal implications knowledge
  - Ms Excel, Ms word, PowerPoint, Presentation
  - Good communication skills both verbal and non verbal, Decision making, Empathy, Self-Improvement
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### **Projects**

- **Rozgar.com ( Brand Promoter)**
    1. Promote rozgar job portals through social media, market visit, campus and school.
    2. Approach multiple brand to make alliance with rozgar.com
    3. Sales and marketing
    4. Brand communication
    5. Taking care of onboarding process on new candidate on rozgar portals.
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### **Interests**

- Travelling
  - Listening music
  - Learning new things
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### **Languages**

- Hindi
  - English
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### **Personal Details**

- Date of Birth : 16/06/1999
- Marital Status : Unmarried
- Nationality : Indian
- Gender : Male