

CURRICULAM VITAE

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Career Objectives:-

To work in an organization that provides opportunity for growth utilize my skills and academic knowledge in a challenging and progressive career in order to attend personal and professional goals.

Academic Qualification:-

Mumbai University				
Degree	College	Year	%	Grade
MBA(HR)	YTSBM (Bhivpuri)	2013	62 %	I st Class
BMS	Birla (Kalyan)	2010	62%	Ist Class
HSC	KM Agrawal (Kalyan)	2007	67%	Ist Class
SSC	Model English High School (Kalyan)	2005	48%	II nd Class

Personal Details:-

- Date of Birth : 09.July.1990
- Marital Status : Unmarried
- Language Known : English, Hindi, Marathi
- Nationality : Indian
- Personal Interests : Share My Knowledge, Cooking, Travelling.

Work Experiences:-

- Worked with (PSU) Mumbai Railway Vikas Corporation Ltd (MRVCL) - Churchgate as a HR Assistant (20 May 19 to 25 June 22) - 3 yrs 1mths.

Job Responsibility:-

- Leaves Management of 150 employees manually.
- Creating ID cards, Birthday list.
- Files Management (Personal and Confidential)
- Engagement of Apprenticeship.
- Monitoring of Govt. portals i.e. RTI, CPGRAMS, Shramik Kalyan.
- Coordination with departments for various purposes.
- Handling Joining formalities.
- Preparation of letters, updation of data.
- Manage office peons, arrangement of peons to various dept. as and

when required.

- Renewal of vehicles contracts.
- Assign Parliament duties of the staffs as per the scheduled provided by Railway board.
- Assist officer's work which was assigned.
- Ensuring timely renewal of contracts.

- Worked with **F Gheewala Consultant -CSTM** as a **HR Executive** (28 Dec 18 to 10 May 19)-**5 Months**.

Job Responsibility:-

- Handling Joining to exit formalities.
- Files management of candidates.
- Coordination with walk-ins, telephonic, email candidates.
- Daily Updation of MIS tracker.
- Verification of documents.
- Coordination with sourcing team
- Brief start to end recruitment process.
- Work assigned by seniors.

- Worked with **Eclerx Services Ltd - Airoli** as an **HR Coordinator** (5 April 18 to 31 Oct 18) - **7 Months**.

Job Responsibility:-

- Handling bulk walk-ins candidates.
- Work closely with recruiters, candidates, hiring managers and interviewers in coordinating & scheduling all phases of the interview process.
- Study of candidate profiles, creating slots for interview.
- Maintain candidate details in tracker.
- Files management.
- Coordination with various dept.
- Handling Joining formalities, verification of documents.
- Monitor vacancy dashboard daily.
- Brief candidates about various online tests.
- Any other task assigned in consensus with the respective lead.
- Update candidates regarding interview feedback.

- Worked with **Pravin Electricals Private Ltd- Mulund** as an **HR Executive** (16 Nov 16 to 15 Mar 18) - **1 yrs 4.5 Months**.

Job Responsibilities:-

- Handling Joining to exit formalities.
- Work closely with Directors for selection of candidates.
- Issue Offers, appointments, warning, promotion, experience letters.
- Maintain details in tracker.
- Files management.
- Coordination with project sites for attendance.

- Handle staff and site labour grievance.
 - Custodian of stationary.
 - Creating ID cards.
 - Leaves management.
 - Process Full and Final settlement
 - Sourcing candidate as and when required.
 - Maintain attendance registers.
 - Monitoring staff timing, Preparation of salary sheet, Etc.
- Worked with **Samarth Electric** - Vashi as an **HR Executive** (1 Dec 15 to 1 Nov 16) - **11 Months**.
- Job Responsibilities:-**
- Handling Joining to exit formalities.
 - Files management.
 - Custodian of stationary.
 - Act as a custodian of vendor contracts, ensure its timely renewal & manage vendor billing & payments.
 - Sourcing candidates as and when required.
 - Issue Offers, appointments, letters.
 - Handle staff and site labour grievance.
 - Leave management, Etc.

Declaration

I do hereby declare that all the above information is true to the best of my knowledge and belief.

Signature

Rahul B Nikumbh