



# Priyanshu Gautam

Human Resources Executive



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## Skills

Recruitment strategies  
Workforce improvements  
Training programs  
Personnel files  
New employee training  
Recordkeeping



## Work History

### Human Resources Executive Assistant

YOHREN LEATHERS PVT.LTD, Lucknow, Uttar Pradesh

- Training procedures for new employees
- Monitor employee progress
- Regular meeting with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Reviewing resumes and applications
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Maintaining and regularly updating database
- Preparing letters such as offer and confirmation



## Education

### Bachelor Of Commerce: Commerce

Lucknow University - Lucknow

### Intermediate

St. Mary's Inter College - Lucknow,India

2019-05 - 2020-06

2018-06 - Current

2017-04 - 2018-03