

**Ashish Ram Tripathi**

Near Shiv Mandir, Gali No-2

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To work in the field of competitive and challenging environment so as to enhance my professional and personal attributes and to implement efficient working methods for the betterment of organization, through the continuous process of learning, dedication and acquiring updated skill.

**PROFESSIONAL EXPERIENCE****Urban Soul Creation Pvt Ltd****Since March, 2023 to Till Date****Executive - HR****Key Responsibilities:**

- Taking care of blue collar & Entry level hiring
- Manage Statutory Compliance (EPF & ESIC, Gratuity)
- Back Ground Verification.
- Taking care of Joining Formalities
- Maintaining & Update employees records and relevant details.
- Handling Onboarding activities, Exit formalities and complete all the full & final statements.
- Leave Management (leaves of absence, sick leave and Causal leave)
- Issuance of Offer Letter, Appointment Letter etc.
- Creation of Mail ids, Employee ids.
- Keep updating the Database of all the Employees.
- Handling Employee Grievances.
- Employees Engagement Activities.
- Coordinating with Bank for opening new joiners' salary account.
- Attendance Management.
- Assist in day to day operations of the HR functions and duties.

**Jalongi Retail Pvt Ltd****since July, 2022 to March 2023(8 Months)****Junior Executive - HR****Key Responsibilities:**

- Taking care of blue collar &Entry level hiring
- Back Ground Verification.
- Taking care of Joining Formalities
- Maintaining records of employees in the HR Software as well Hard Copy.
- Onboarding Process.
- Issuance of Offer Letter, Appointment Letter etc.
- Creation of Mail ids, Employee ids.
- Timely Creation of ESIC & UAN.
- Keep updating the Database of all the Employees.
- Handling Employee Grievances.
- Employees Engagement Activities.
- Coordinating with Bank for opening new joiners' salary account.
- Attendance Management (From various locations).

**HR- Trainee**

**Key Responsibilities:**

- Handling recruitment process.
- Taking care of Joining Formalities
- Onboarding Process
- Maintaining records of employees.

**ACADEMIC & PROFESSIONAL CREDENTIALS**

- MBA in HR & Marketing from Gurugram University in 2022.
- Bachelor of Commerce from Siddhartha University 2020.
- 12<sup>th</sup> from U.P. Board in 2017.
- 10<sup>th</sup> from U.P. Board in 2015.

**PERSONAL SKILLS**

- Energetic
- Ability to foresee and solve problems
- High self confidence
- Ability to work under deadlines with pressure
- Good communication skills.

**STRENGTH**

- Always ready to learn new things
- Positive & self-motivated attitude
- Determine to achieve goals
- Commitment towards work

**CERTIFICATIONS**

- CCC (Course on Computer Concepts)
- NDLM (National Digital Literacy Mission)
- NIOS (National Institute of Open Schooling)

**PERSONAL DETAILS**

Father's Name	:	Sh. Raj Kumar Ram Tripathi
Date of Birth	:	03.09.2001
Sex	:	Male
Marital Status	:	Unmarried
Language Known	:	Hindi as well as English
Religion	:	Hindu
Nationality	:	Indian
Salary Expected	:	Negotiable

Date:

Place:

**(Ashish Ram Tripathi)**