

# Yashartha Srivastava

HR Professional

Enterprising, innovative HR professional with strong interpersonal, analytical skills along with domain expertise in Emergency Services/ Healthcare industry, etc.



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## WORK EXPERIENCE

2.3 Years

## AGE

30

## CAREER OBJECTIVE

To attain a position where I can put my learning to maximum use towards the organization's success & goals realization with my utmost sincerity & hard-cum-smart work.



## Education

### Masters, Business Administration

Galgotias College of Engineering & Technology

Post Graduated, 2018

Marks, 73%

### BBA

CSJMU Kanpur

Graduated, 2016

Marks, 66%

### 10+2 (HSC)

ADSVMIC  
U.P. Board

Passed, 2007

Division 1

### 10 (SSC)

Sumitra Inter College  
U.P. Board

Passed, 2005

Division 1



## Professional Skills & Competencies

- HR Department Startup
- Employee Deployment district wise.
- Training Modules
- Project / Govt. Tender Management-108/102/NTPC

- Staff Recruitment & Retention
- Employee Relations
- Selection Procedure
- HR Program
- Employee Engagement

- Orientation & On-Boarding
- Training & Development
- Volume hiring



## Career Highlights

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### **GVK Emergency Management and Research Institute, Lucknow**

Dec 01, 2018 – Mar26,2021 | Senior Assistant- Human Resource

**AT A GLANCE:** - Experienced in Man power planning, Recruitment, developing employee welfare programs, identifying training needs and conducting Trainings, developing and implementing disciplinary policies, Employee deployment, etc.

#### **Recruitment-**

- Analysis of manpower requirement as per gap.
- Sourcing through Naukri portal to fill the gaps in limited time period.
- Interview coordination with the candidate.
- Salary negotiation.

#### **Employee Engagement**

- Organizing various employee engagement activities for retention.
- Fostering a culture of openness and support to increase trust among employees.
- Optimizing the attrition rate with various counseling sessions with the employees.
- Organizing cultural Activities Programs like, ERC Day, | E-live, Pilot day, EMT day.

#### **Employee On-boarding & Induction**

- Organizing employee initiation weeks to welcome them and educate them about company policies and practices.

#### **Employee MIS Maintenance**

- Maintaining Employee Records – Pilot + EMT (Active Employees, Inactive employees)
- Manpower Mapping (Vehicle Wise 108 & 102 Ambulance)
- Preparing Training Roasters & schedule for EMTs & Pilots

#### **Other Operational Activities**

- Providing administrative support to the other executive's/staff members.
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## Computer Proficiency

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- Word 2010
- Excel 2010
- Power Point 2010



## Skills

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- Ability to interact with employees at all levels.
- Process improvement
- Multitasking & Time management skills are on top-notch.
- Ability to work under pressure and aggressive deadlines
- Calm & composed nature



## Languages

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- Hindi | English



## Personal Details

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<b>Father's Name</b>	: Mr. R.C Srivastava	<b>Marital Status</b>	: Single
<b>Birthday</b>	: January 17, 1991	<b>Nationality</b>	: Indian
<b>Address</b>	: 5/872 sector-5, Gomti Nagar Extn. Lucknow, 226010	<b>Gender</b>	: Male

### Declaration

I, Yashartha Srivastava, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



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Date-