GULSHAN KUMAR

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DOB 26th August 2001
in
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Objective

To secure a responsible career opportunity, where I can fully utilize my training, human resource and management skills, while making a significant contribution to the success of my employer.

Experience

Sadashiv Castings Private Limited   **08th April 2024 - 22nd May 2025**
Human Resources Executive
Roles and Responsibilities

1. Recruitment and Hiring: Assisting with job postings, interviewing, and selecting candidates.

2. Employee Onboarding: Coordinating new hire paperwork, benefits, and training.

3. Employee Relations: Handling employee complaints, conflicts, and performance issues.

4. Payroll Administration: Assisting with payroll processing, ensuring accurate and timely payment of employees.

5. Compliance: Ensuring the organization complies with labor laws, regulations, and company policies.

6. Performance Management: Assisting with performance evaluations, goal setting, and performance improvement plans.

7. Compliance: Ensuring the organization complies with labor laws, regulations, and company policies.

8. Training and Development: Coordinating training programs, workshops, and employee development initiatives.

9. HR Data Management: Maintaining accurate and up-to-date employee data, including personnel files and HR metrics.

Additional Responsibilities

1. Policy Development and Implementation: Developing, updating, and communicating company policies and procedures.

2. Employee Engagement: Promoting employee engagement, retention, and company culture.

3. HR & Admin Projects: Managing special HR projects, such as employee surveys, diversity initiatives, or HR system implementations.

4. Communication: Serving as a liaison between employees, management, and HR leadership.

SATHI NGO HP   **18th April 2023 - 31st March 2024**
Supported by ITC under MSK

CDS & HR Executive
Roles and Responsibilities as CDS

1. Community Needs Assessment: Conducting assessments to identify community needs, strengths, and weaknesses.

2. Program Design and Implementation: Designing and implementing community development programs, projects, and initiatives.

3. Community Engagement: Building relationships with community members, leaders, and organizations to promote collaboration and participation.
4. Capacity Building: Providing training and capacity-building programs for community members, leaders,
and organizations.
5. Advocacy: Advocating for community needs and interests with government agencies, policymakers, and other stakeholders.
6. Monitoring and Evaluation: Monitoring and evaluating program effectiveness, identifying area of improvement, and making recommendations.

Roles and Responsibilities as HR Executive

1. Recruitment and Hiring: Assisting with job postings, interviewing, and selecting candidates.

2. Employee Onboarding: Coordinating new hire paperwork, benefits, and training.

3. Employee Relations: Handling employee complaints, conflicts, and performance issues.

4. Payroll Administration: Assisting with payroll processing, ensuring accurate and timely payment of employees.

5. Employee Engagement: Promoting employee engagement, retention, and company culture.

6. HR Data Management: Maintaining accurate and up-to-date employee data, including personnel files and HR metrics.

Additional Responsibilities

1. Partnership Development: Building partnerships with local organizations, government agencies, and other stakeholders to support community development initiatives.

2. Resource Mobilization: Identifying and mobilizing resources, including funding, expertise, and volunteers, to support community development programs.

3. Cultural Sensitivity: Ensuring that programs and services are culturally sensitive and responsive to community needs.

4. Community Mobilization: Ensuring community contribution in the form of community participation and also in fund mobilization, in accordance with our sponsor (ITC) policy

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Education

Government Postgraduate College Una
MBA
HRM and Finance
2023 — **7.42**

Government Postgraduate College Nalagarh
Bachelor of Commerce

2021 — **6.75**

Geekster
Data Science and Artificial intelligence
Pursuing —

Skills

- MS Office
- Google Sheets
- Time Management
- Recruiting
- Problem Solving
- Grievance Redressal
- Organization
- Employee Relations
- HRIS

Projects

ECO FREEK
The ECO freek project, undertaken by the MBA 2021-23 batch at Govt Excellence College, Una, involves creating eco-friendly products such as bags, kits, and other items from plastic waste.

Himsudha Gau Utpaad
Him Sudha Gau Utpad is a project at Govt. PG College, Una, undertaken by the MBA batch of 2021-23. The project involves creating and selling high-quality products like diyas, gods, and religious statues made from cow dung.

Language

English , Hindi , Punjabi

Strengths

Positive Attitude

Eager to please

Problem Solving

Punctuality

Weaknesses

Self Criticism

Work Centric

Procrastination

Signature:

Gulshan Kumar