

Punit Tiwari

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**Seeking a Senior Managerial Position - Human resources /
Administration in...**

Target Sectors: **Hospitality / Hospitals/ IT / Retail / Construction / Trading / Telecom /**

Key Skills: Manpower Management (Recruitment), Organizational Development, Job Evaluation, Grading & Performance Appraisal, Succession Management / Talent Management, Compensation Management, Industrial Relations / Employee Welfare.

Summary of Skill and Experience

Over 8.5 years of established professional credentials of successfully managing Recruitment process, Performance Management, Employee Relations, Compensation Management, Talent Management, Training & Development and similar such activities.

Education

- Master of Business Administration (MBA); Barkatullah University, 2013
- Bachelor Of Hotel Management (BHM); IPS College Indore DAVV University, 2010

IT Skills

- Operating Systems
- Windows 95 / 98 / NT, MS DOS
 - Ramco and Paypac Software for payroll .SAP

Professional Experience

- **Vijan Hotels Pvt Ltd (Vijan Mahal)  Jabalpur (M.P)**
HR Manager & Admin (June 2018 – Till Date)

Company & Job Profile: Vijan Hotels Pvt Ltd (Vijan Mahal) It's a Government Certified 5 Star Hotel in Jabalpur (M.P) With the Inventory of 108 Keys

- Recruiting and staffing,
- Strategizing long/ short term directions by forecasting the future manpower requirement and designing plans for acquiring requisite skills and competencies.
- Policy development and documentation.
- Performance Management & Improvement systems.3
- Organization development, HR Audit, Employee Orientation and Training.
- Employment and compliance to regulatory concerns, Company employee and Community communication.
- Also responsible for Compensation and Benefits administration,
- Employee relations, Employee safety, welfare, wellness and health and counseling.

- All admin matters including monitoring day-to-day running of the office, correspondence & liaising with government–agency for smooth flow of operations.
- Advising & assisting other departmental managers on interpretation and administration of personnel policies and training programmes, seminars & in-house meetings.
- Facility management
- Security & fire fighting matters.
- Insurance and maintenance of company cars.
- Event management coordination.



➤ **ITC Ltd (Chennai, TN) ITC Limited Hotels Division**
HR Executive (Dec 2013 – May 2018)

Company & Job Profile: ITC Grand Chola A Luxury Collection hotel Chennai Its 600 Spacious Rooms property

- Recruitment: Conducting recruitment/exit interviews and recording them accordingly Facilitating newcomers joining formalities reviewing & updating job descriptions for all positions regularly. Employee Engagement as well
- Compensation & Benefits: Handling monthly payroll. Liaising with all government agencies to ensure adherence to compliance laws and regulations Follow up on confirmation records statutory obligations - PF, ESIC, taxes, gratuity, bonus etc



➤ **ITC Ltd (Bengaluru, Karnataka) ITC Limited Hotels Division**
On Job Trainee HR (May 2009 – April 2010)

- Support of departmental representatives in HR questions
- Coordination of applicants, conduction of job interviews and preparation of following steps
- Conducting research about best practices and current salaries on the respective market
- Assistance in the employee evaluation and processing of employees' issues
- Maintaining a healthy communication system towards the employees

Personal Particulars

Date of Birth: 14th February 1987, **Language Proficiency:** English, Hindi, **Nationality:** Indian

Declaration- I hereby declare that the above information is true to the best of my knowledge

Name- Punit Tiwari

Date-

Place- Jabalpur