KSHITIJ MANGAL

SR. EXECUTIVE & ADMINISTRATOR (Human Resource)

Contact

Address
Jaipur, 302031

Phone
8949539822

E-mail
ksh021194@gmail.com

LinkedIn
www.linkedin.com/in/ kshitij-agarwal-3b0632223

Skills

- Time Management
- Schedule Management
- Problem-solving abilities
- Documentation And Reporting
- Human Resources Management
- MS Office
- Office Management
- Staff Management
- Program Management

Collaborative leader with dedication to partnering with coworkers to promote engaged, empowering work culture. Documented strengths in building and maintaining relationships with diverse range of stakeholders in dynamic, fast-paced settings.

Work History:

2024-06-Current **Senior Executive & Administrator (Human Resource)**

Tistabene Enterprises Pvt. Ltd., Jaipur, India

- **Recruitment & Onboarding:** Executed end-to-end recruitment processes including interviews, offer rollout, joining formalities, and onboarding.
- **Employee Induction & FNF:** Conducted structured induction programs for new hires and managed full & final settlements and exit formalities.
- **Statutory Compliance:** Oversaw P.F. and ESIC registrations, challans, and handled employee-related queries to ensure legal compliance..
- **Employee Relations & Grievance Handling:** Provided guidance to managers on employee relations issues, managed grievances, and supported disciplinary actions and PIP procedures..
- **Payroll & Timekeeping:** Managed payroll operations and employee timekeeping systems to ensure accurate and timely salary processing.
- **Training & Development:** Coordinated training sessions and learning programs to support employee skill development and growth.
- **Employee Relations & Grievance Handling:** Provided guidance to managers on employee relations issues, managed grievances, and supported disciplinary actions and PIP procedures.
- **Health, Safety & Legal Compliance:** Monitored workplace safety practices and ensured alignment with the latest HR laws and regulations.
- **Administrative Team Leadership:** Supervised and mentored administrative staff, driving team effectiveness and individual development.

2022-06 – 2024-06

Senior Executive & Administrator (Human Resource)

The Woodenstreet Furniture Pvt. Ltd., Jaipur, India

- Streamlined HR processes for increased efficiency by automating manual tasks and introducing new software tools.
- Coordinated company events and meetings to foster teamwork and boost employee morale.
- Supervised administrative support staff members, offering guidance, feedback, and mentorship that contributed to their professional growth and development.
- Provided essential guidance to managers regarding employee relations matters such as performance improvement plans, disciplinary actions, and termination procedures.
- Monitored safety and health practices to protect employees from hazards and promote healthy work habits.
- Ensured legal compliance in all HR practices by

Report Preparation

Office Administration

Administration and Reporting

Travel Coordination

GreytHR Software

Personal Details

Date of Birth: 02/11/1994

Nationality: INDIAN

Marital Status: Married

Gender: MALE

Religion: HINDU

Languages

HINDI

ENGLISH

SANSKRIT

Software

GreytHR

staying current with relevant employment laws and regulations, as well as conducting regular policy reviews.
- Managed payroll and timekeeping to track hours and accurately pay employees.
- Maintained up-to-date knowledge of applicable laws and regulations.

2018-01 - 2022-05

Admin Executive

Appera Solution LLP, Jaipur, India

- Scheduled employees for shifts, taking into account customer traffic and employee strengths.
- Observed each employee's individual strengths and initiated mentoring program to improve areas of weakness.
- Implemented company policies, technical procedures and standards for preserving integrity and security of data, reports, and access.

2017-07 - 2017-12

Personal Assistant of State Minister

Rajasthan Sanskrit Academy, Jaipur, India

- Coordinated international and domestic travel logistics including flight itineraries, hotel reservations and car services.
- Coordinated events and functions with attention to detail ensuring successful execution.
- Responded to emails and other correspondence to facilitate communication and enhance business processes..
- Coordinated appointments with medical professionals.

Education

Bachelor of Library And Information Science: Mathematics

IEC UNIVERSITY

Bachelor of Science: Mathematics

RAJASTHAN UNIVERSITY

CERTIFICATE IN FOOD & NUTRITION

VMOU,KOTA

RKCL-RSCIT

VMOU,KOTA

Certifications

	PLEDGE CERTIFICATE IN HONESTY AND INTERGRITY BY CENTRAL VIGILANCE COMMISSION(GOVT. OF INDIA).
	CONVENOR OF SARTHAK SPORTS FEST 2020 ORGANIZED BY THE ICAI,JAIPUR
2024-07	2ND WINNER IN BADMINTON (DISTRICT LEVEL)
	CERTIFICATE IN THE FUNDAMENTAL OF DIGITAL MARKETING BY GOOGLE
	CERTIFICATE IN ALGEBRA MATHEMATICS BY SAYLOR.ORG ACADEMY
	1ST PRIZE IN AKHIL BHARTEEYA SANSKRITI GYAN PARIKSHA
	PARTICIPATION-(QUIZ ON COVID 19,UMANG,SCALE ON TRANSFORMATION,MARATHON ETC.)