

Prakash Tatiwal

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OBJECTIVE

To work at a challenging and responsible position in growth oriented dynamic organization and contribute to the pursuit of organization's mission by employing natural creativity as well as strong interpersonal skills.

WORK EXPERIENCE

- **Manipal University, Jaipur**
  Feb 2018 -Till Date

  Position: Process Associate- HR

  Responsibilities:

  - End–to–end core Academic recruitments, good knowledge of technical requirements, scheduling interviews, coordinating, and making the candidate join the organization.
  - Full and final settlement.
  - Learning and development.
  - Managing the entire lifecycle of recruitment viz: requirement gathering, requirement analysis, sourcing profiles through internal and external database, referrals, screening, and short listing and conducting initial interviews.
  - MIS reporting by using MS Excel at Operational level. Preparation of various MIS on Daily / Weekly & monthly Basis.
  - Generate timely and accurate reports for analysis like attendance reports , Medical Clams Report, Recruitment Tracker , Monthly L&D man-days Report, sourcing Tracker, Exit Tracker, GTLI Tracker, NPS Contribution Reports , RFID Reports…
  - Conducting Various Employee Engagement Activities, Initiating various teambuilding and recreational activities in the Organizations.
  - Full & Final Settlement & Statutory Compliance.
  - Passing Office Orders for information and Execution.
  - Maintain management guidelines by preparing, updating and recommending HR policies and procedures and handling employee complaints and grievances.
  - Maintained attendance sheets and performed evaluations.
  - Knowledge of ESIC, PF, Gratuity & NPS.
  - HRIS Maintenance.
  - Working on Online On boarding Solution.
  - Defining Privileges and JDs (Faculties and Visiting Faculties)
  - Preparation and distribution of Agreements for Faculties.
  - Assisting the Payroll team by verifying local employees' details, checking for referrals, etc.
  - Taking part in HR planning & discussions, policy making, and implementation of policies related to employee welfare planning.
  - Monitoring of Functional training programs from each department and maintain records in personnel file.
  - Prepare recruitment tracker as per ongoing vacancy & upcoming/new programs.
  - To register the new employees in PF and ESIC website.

- **Kendraya vidayalaya No .4 - Jaipur, Rajasthan**

  2015-2016 & 2016-2017

  Position: Computer Instructor

  Responsibilities:

  - Maintains computer laboratories and keeps an inventory of supplies.
  - Ensures that computer equipment is functioning properly.
  - Maintains accurate records of students' progress in class and on examinations.
  - Keeps order in the classroom and handles student behavior issues in accordance with school system policies.
  - Creates lesson plans that are appropriate for the age and abilities of the students in the class.
  - Evaluates student performances in class and on tests and provides feedback.
  - maintenance duties are installing, updating, customizing and removing software

- **Kendraya vidayalaya No .2 - Jaipur, Rajasthan**

  2014-2015

  Position: Computer Instructor

  Responsibilities:

  - Maintains computer laboratories and keeps an inventory of supplies.
  - Ensures that computer equipment is functioning properly.
  - Maintains accurate records of students' progress in class and on examinations.
  - Keeps order in the classroom and handles student behavior issues in accordance with school system policies.
  - Creates lesson plans that are appropriate for the age and abilities of the students in the class.
  - Evaluates student performances in class and on tests and provides feedback.
  - maintenance duties are installing, updating, customizing and removing software

EDUCATIONAL QUALIFICATION

Class	University	Specialization	Passing Year	%age
BCA	RU	Computer application	2009	53
MCA	RTU	Computer application	2013	65
MBA	JNU	Human Resource Management	2019	61

COMPUTER SKILLS

- Excellent knowledge of MS Office (Word, Excel, Access, Outlook, Power-point), Windows2000/XP
- Adobe Photoshop, Adobe Illustrator, Coral Draw, HTML, C,C++, PHP & other programming Languages

PERSONAL DETAILS

Date of Birth - 8 Oct 1989
Marital Status - Married
Nationality - Indian
Language known - English, Hindi
Permanent Address - Abhyuday - 662, Lane No . 8, Janpath Marg, Rani Sati Nagar, Ajmer Road, Jaipur Rajasthan- 302019.