



AJAY KUMAR

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OBJECTIVE

Work in an office environment utilizing my work experience and demonstrated ability to perform increasingly responsible positions in office environments. Seeking an opportunity to grow and utilize skills and knowledge gained through previous education and environment.

EDUCATION

MASTER OF BUSSINESS ADMINISTRATION

(Human Resources)

I.K. Gujral Punjab Technical University
Jalandhar.

Doaba Group of Colleges, Kharar,
Punjab, India – 2025.

BACHELOR OF ARTS

Indira Gandhi National Open University,
New Delhi, India – 2022.

Advance Diploma in Information
Technology

From CCIT Computer Center

Ambphalla, Jammu, (J&K) India – 2015-
2016.

EXPERIENCE

IRCON International Ltd.

(A Navratna Company)

Jammu & Kashmir. 2016 –2022 & 2024 to 24.03.25.

Assistant HR

- Maintenance of Personal File and Leave record of Employees.
- Handling joining & formalities of employees.
- Monitoring and maintaining attendance data of employees.
- Preparing offer letters, appointment letters and termination letters.
- Knowledge of payroll system as implemented in SAP/H4 HANA.
- Knowledge of PF, ESIC.
- Preparing of salary change data.
- Coordinating recruitments, selection and hiring process.
- Preparing of monthly bills and protocol works.
- Liaising with Northern Railway, PSU's and State Govt. Department etc.

M/s Alpine Containers Pvt. Ltd.

Bari Brahmana (Jammu) J&K, From
25.03.2025 to Till

Executive HR

- **On boarding:** Handling the on boarding process for new employees.

12th from Jammu & Kashmir Board of School Education,
Jammu, (J&K) India – 2014.

10th from Jammu & Kashmir Board of School Education,
Jammu, (J&K) India – 2012.

- **Employee relations:** Managing employee relations, resolving conflicts, and mediating disputes. Ensure compliance with labour laws and company policies.
- **Compensation and benefits:** Overseeing employee benefit programs, managing salaries, and ensuring competitive compensation practices.
- **Learning & Development (L&D):** Identify training needs through surveys, performance reviews, and consultation with managers. Organize and coordinate internal and external training sessions, workshops, and seminars. Maintain records of training activities and assess the effectiveness of programs
- **Compliance:** Ensuring compliance with labour laws, safety regulations, and internal policies.
- **Employee support:** Providing employee support for benefit plans, including enrolments, changes, and terminations.
- **Working Knowledge:** of payroll system as implemented in **Cosec Matrix, Saral Pay Pack & Finsys (ERP)** preparing salary change data of employees, working knowledge of PF, ESIC as per Labour Laws
- **HR Administration & Compliance:** Maintain and update employee records and HR databases. Prepare HR reports and analytics as required by management. Ensure compliance with all HR policies, processes, and labour regulations.

• PROFESSIONAL SKILLS

- Administrative Skills
- Computer Literate
- Finance Skills
- Interpersonal Skills
- Teamwork
- Time Management