

Karan Kumar

House.No:7706, St.No.3

Ward.No:6, Maya Puri

Tibba Road Distt:

Ludhiana Pin Code-

141007

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Career Objective

“Identifying avenues of success as a professional and achieving in by creative use of knowledge, work commitment, confidence and team work and to have constant up-gradation both personally as well as professionally.”

Academic Details

Degree	University/ Board	College/School	Year Of Passing	Specialization/ Stream
MBA	I.K Gujral Punjab Technical University (Kapurthala)	Lyallpur Khalsa College Technical Campus (Jalandhar)	2024	HR and Finance
BCA	Guru Nanak Dev University (Amritsar)	Lyallpur Khalsa College (Jalandhar)	2021	(Information Technology)
12th	Punjab School Education Board	Govt sen.sec. School Jwahar Nagar(Ludhiana)	2018	(ARTS)
10th (Metric)	Punjab School Education Board	Decent Public School, Shakati Nagar Ludhiana	2016	
Basic Computer Course	J.N.D Computer Center		2015	Basic, Accounting, Photoshop, Internet

Experience

Patel Hospital Jalandhar

Working As Position: Management Trainee (HR)

July 2024 to Till Date

Job Roles and Responsibilities:-

- **Recruitment & Selection**

Handled end-to-end recruitment process including job posting, resume screening, shortlisting Interview coordination, and on boarding.

Worked with department heads to understand manpower requirements and sourced candidates through job portals, referrals and networking.

Maintained candidate database and ensured timely closure of open positions.

- **Employee On boarding & documentation**

Managed new employee joining formalities including collection and verification of documents

Prepared and maintained employee files and updated HR records in the system.

Assisted new hires with induction and ensured smooth on boarding experience.

- **Statutory Compliance (ESI & PF)**

Generated ESI registrations of new employees.

Handled **ESI-related cases** including accident claims, maternity benefit claims and employee issue resolution

Managed PF- related tasks including employee enrollment KYC updated and pension application processing in superannuation cases.

Ensured compliance with all statutory requirements and maintained accurate records.

- **Training & Development Assistance**

Assisted Assistant Manager in organizing employee training and development sessions.

Coordinated employee assessments/tests and maintained training records.

Supported in evaluating employee performance during training programs.

- **Exit & Full & Final Settlement**

Assisted in the exit process including clearance formalities and documentation.

Prepared and verified documents required for Full & Final (F&F) settlement.

Maintained exit records and supported smooth off boarding of employees.

Summer Internship Program Details(If Applicable)

- **Company Name-Verka Milk Plant, Jalandhar**
- **Project Title-“Customer Satisfaction Towards Verka Products”**
- **Duration-4Weeks**

Certificates/Skill Courses/Projects Undertaken

Name of the Program/Module	Source	Duration	Year
Customer Satisfaction Towards Verka Products	Primary Data	4 Weeks	2023

Achievements and Recognition

- .Fundamentals Of Digital Marketing in Google Digital Garage
- .Security Market Certificate of National Institute of Security Market
- .Basics OF R
- .Business Strategy Simulation
- .Certificate Of Computer Course
- .Internship Certificate from Verka Milk Plant, Jalandhar

Strength

- .Flexible With Challenging Environment
- .Self-belief
- .Innovative
- .Dedicated To Work
- .Committed To Work Assign
- .Positive Attitude

Interests and Hobbies

- Traveling To new Destination
- .Diary Writing

Personal Details

D.O.B-24thSeptember2000
Permanent Address:-Ludhiana Material
Status:-Single

Declaration

I hear that the Information given above is true and correct to the best of my knowledge and belief. In case of any Discerpeny.I will fully and solely responsible for it

Date:

Place:

Signature: