

## Ravi Kant Kaushik

Ward.No.16, Tapowan Colony,  
Shrimadhapur, Sikar, Raj - 332715  
Mobile: 9001462107  
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- **A result oriented professional with Plus 05 yrs. experience in middle level positions in Recruitment, Payroll, Compensation, Employee Relation, Employee Welfare, Employee Engagement, with leading organizations like Cattel Feed Plant Kaladera, Universal Autofoundry Ltd, Meraqui ventures private limited. Century Infrapower Pvt Ltd. Kaladera.**

### Career Objective

- To gain greater insight into the field of Human Resource Management (HRM) by way of exposure to real work atmosphere in a well established organization. Also, to seek a challenging career in the field of human resources and to canalize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

### Organizational Experience:

**Currently working with Mangal Electrical Industries Ltd. Reengus, Sikar as a Sr. HR Executive Since 15 Dec. 2025**

**Responsibility:** Responsible for overall HR & compliance Work.

- ❖ Handle Payroll -450 Employees.
- ❖ Prepare attendance and salary,
- ❖ Handle compliance like Bonus, PF, ESIC, and Leave,
- ❖ Handle day to day graveness,
- ❖ Prepare PF & ESIC ECR of 450 Employees.
- ❖ Liaoning with Govt Authority,
- ❖ handling Audit and Govt Inspections like PF & ESIC

### Contractor Management :-

- Handle of 150+ Contractual Employees.
- Wages & OT Verification of Contractual Associates.
- Ensure Salary of Contractual Associates & Billing Payment on time

Worked **Century Infrapower Pvt. Ltd. Kaladera, Jaipur as a Sr. HR Executive** Since 5<sup>rd</sup> May 2024 to 14 Dec-2025

Worked with **Meraqui ventures private limited. Bawal (HR) as a Executive** From 11th Nov 21 to 3<sup>st</sup> May 2024

**Responsibility:** Independently responsible for overall **NAPS Candidates** recruitment, onboarding, Administration.

### Contractor Management:-

- Handle of 150+ Contractual Employees.
- Wages & OT Verification of Contractual Associates.
- Ensure Salary of Contractual Associates & Billing Payment on time

- Worked with **Universal Autofoundry Ltd. Reengus, Jaipur As an Executive- HR** From Oct.. 2018 to November 2021.

**Responsibility:** Independently responsible for overall recruitment, onboarding & Branch Administration.

### Recruitments & Onboarding:-

- Prepare the job descriptions, analysis job requirements and finalized the candidates.

- Screen the profiles from Job Portals like Naukri Portal
- Shortlist the candidates through telephonic Interview
- Conduct face to face interview
- Handle all the Joining and Exit formalities
- Documentation
- Prepare the daily report of recruitment and maintain data of joining's

### **Branch Administration:-**

- Budgeting for Monthly Administration Expenses
- Vendor Management for housekeeping, Courier Services, Pest control, AMC for Assets.
- Travel & Hotel Arranges for visitors
- Arrange the stationery, tea coffee and snacks for Branch
- Prepare Expenses reports and submit to HO

### **Academics:**

- **M.A, Master of Arts from Rajasthan University Jaipur. -2011**

### **Personal Overviews**

- Readiness to face challenges
- Effective Communication Skill
- Willingness to learn
- A good communication and strong team player
- Strong organizing capabilities & good at people skills
- Decision making abilities & strong believer in work

### **Interest & Activities**

- Comfortable in all Areas of HR / Personnel
- Meeting People and Communicating
- Want to walk some extra miles for achieve excellence

### **Computer Skills:**

- Proficient in MS Office.
- Web Technologies and Internet environment
- Advance M.S Excel 09

### **Personal Details:**

Date of Birth : 25<sup>th</sup> Dec 1987  
 Fathers Name : Bhanwar Lal Sharma  
 Permanent Address : Ward No.16, Tapowan Colony, Shrimadhopur,Sikar,Raj. 332715

*I hereby declare that all the above information is correct with best of my knowledge.*

Date:-

Place :- Shrimadhopur

(Ravi Kant Kaushik )