

RAVI KUMAR

BBA, (HR)

Ten+ years of HR expertise, dedicated to achieving goals and delivering impactful outcomes

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EDUCATION

BBA

PK University(Mathura)

06/2021 - 06/2024,

MBA (HR)

PK University (Mathura)

07/2024 ,

WORK EXPERIENCE

HR /HSE Head

Paragon Packagings

11/2022 - Present,

Manufactured Printing & Packagings

Achievements/Tasks

- Maintaining daily attendance records of employees and managing their personnel documentation meticulously
- Efficiently manage and process marketing employees expense claims before forwarding to accounting.
- Drafting diverse letters: offer, appointment, confirmation, increment, transfer, absenteeism notice, warning, showcase, experience certificate, relieving, etc.
- Develop audit, changes in enforce Accident Prevention Plans (APPs), Activity Hazard Analyses (AHAs), and other necessary plans, policies, and procedures before initiating defined work features.
- Ensure posting of safety documentation including state safety and health posters, emergency telephone numbers, daily checklists, and other necessary notices.
- Develops and maintains accident/incident investigation and reporting procedures for plant incidents.

HR Executive

Paragon Packaging (Paragon Packaging (Manufacturer of corrugated & Multi Coloured Boxes)

08/2015 - 11/2022,

Achievements/Tasks

- Drafting diverse letters: offer, appointment, confirmation, increment, transfer, absenteeism notice, warning, showcase, experience certificate, relieving, etc.
- Processing monthly attendance musters for workers, trainees & officers
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Maintain Salaries

SKILLS

MS Office

Payroll

ESI Challan

PF Challan

Statutory Compliance

Administration

5S Training

Kaizen Training

Production Maintenance Record

HSE Training

POSH Training

ORGANIZATIONS

Paragon Technologies (10/2012 - 11/2013)

HR Executive

Paragon Packaging (Paragon Packaging (Manufacturer of corrugated & Multi Coloured Boxes) (11/2013 - 04/2015)

HR Executive

P2P Industrial Manpower (04/2015 - 08/2015)

Administrator

CERTIFICATES

Basic First Aid Training from Red Cross Society (06/2023 - 06/2023)

POSH (Prevention of sexual harassment) Awareness Training (09/2023 - 09/2023)

POSH training for employees helps them identify and differentiate between appropriate and inappropriate behavior in the workplace.

LANGUAGES

English

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Travelling

Photography