CONTACT

NITIN GAUTAM

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OBJECTIVE

As both employee and organisation need growth for better future and survival.I am looking for an organisation where i can fully utilize my skills , improve them with the help of accurate guidance so that i can use them for the organisational and personal growth.

EDUCATION

2021
- **Maharashi Dayanand University**
  Bachelor of Art(Math + Economics)

2021-2023(Pass)
- **Geeta Engineering college**
  MBA (HR+Marketing)

EXPERIENCE

06/03/2023 - 16/05/2023
- **Relationship officer**
  Kotak Mahindra Bank
  Sourcing new customer for bank service/product like CASA, GI and LI etc. Adding more value from existing customers.
  Handling customer queries and providing solutions. Achieving monthly SOP.

03/06/2024 - 26/03/2025
- **HR Trainee**
  DY Auto India Pvt Ltd.
  Job duties:-
  1.Attendence management,
  2.Recruitment(conducting and scheduling interviews) ,
  3.Preparing offer letter and ctc of selected candidates.
  4.Onboarding and Induction Training of slected candidates.
  5.Planning and reporting.
  6. General Admin tasks.
  7. Monthly closing related to Reporting for vendors payment.
  8.Employee Engagement.
  9.Greviance Handling.
  10. Updating database and Notices.

SKILLS

- Basic knowledge related to Money Laundering, Steps, Methods used etc. and AML terms like KYC, CDD etc.
- Knowledge of Microsoft Excel, Power Point, Word for corporate use.
- Strong understanding of HR principles and Marketing strategies acquired through MBA coursework and Corporate experience.
- Knowledge of ESI, EPF, Labour laws, UTP and other statutory compliances.
- Communication Skills with proficiency In both English and Hindi.
- Good communication and interpersonal skills.
- Analytical mindset with strong problem solving abilities.
- Detail oriented with a commitment to accuracy and efficiency.
- Environmental approach : Reaching target with the need and suitability of environment and emotional conditions.

CERTIFICATIONS

- Certifications in Microsoft Office suite(Excel, Word, Power Point)
- Excel :- Vlookup,Hlookup,Xlookup, Freeze, Sumifs,Countifs, Datedif,Date,Round,Min

and Max,Pivot Table, Conditional formatting and many more.
- SQL-Select, From, Limit(in progress)
- Use of AI in Excel and Power Point.

PROJECTS

- Employee job satisfaction initiative: Designed and implemented employee engagement survey to identify areas for improvement and promoted acfionable strategies to enhance workplace satisfaction.

STRENGTH

- Combination of both smart and hard worker.
- Likes discipline and punctuality.
- Passionate one to fulfill my responsibility and dreams.

WEAKNESSES

- Over cautious

HOBBIES AND INTERESTS

- Likes to play chess and cricket.
- Reading about new innovation and technology.
- A fan of animation and AI

LANGUAGES

- 1.Hindi
- 2.English