



ANKIT SINGH RAJPOOT

HUMAN RESOURCE EXECUTIVE

CONTACT

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EDUCATION

(2022-2024)
JAIN UNIVERSITY, BANGALORE

- **Master of Business Administration (HR & Finance)**

(2017-2020)
ST. ALOYSIUS COLLEGE, JABALPUR

- **B.COM (Honours)**

INTEREST

- Gaining Knowledge
- Reading Books
- Communicating with people

LANGUAGE

- English - Professional
- Hindi - Native Tongue

PROFILE

HR Executive with experience in recruitment, attendance management, and employee engagement. Skilled in creating offer letters, annexure preparation, onboarding, and induction processes. Committed to helping the company succeed by supporting employees and creating a positive work environment. Always eager to learn and grow in my role.

WORK EXPERIENCE

• **Robro Systems Pvt. Ltd.** (INDORE)
APRIL 2024 - PRESENT
HR Executive

- Managing end-to-end recruitment processes, including resume screening, shortlisting candidates, and interview scheduling.
- Utilizing Zoho HR Software to streamline recruitment, attendance management, and performance tracking.
- Conducting onboarding and induction processes, ensuring smooth integration of new hires into the organization.
- Overseeing employee attendance using Zoho People, ensuring accurate records and timely updates.
- Organizing employee engagement activities.
- Assisting in performance management initiatives to enhance workplace productivity and morale.

• **Tech Mahindra** (REMOTE)
JULY, 2023 - MARCH, 2024
Customer Service Associate (Jiomart Process)

- Used to handle customer's queries through social media & Calls.

KEY SKILLS

- Communication Skills
- Public Relations
- Punctuation
- Time Management
- Critical Thinking
- Observation Skills
- Pleasant Personality

TECH. SKILLS

- Zoho Recruit
- Zoho People
- Zoho One
- Other Zoho Applications
- MS Office
- Tally Prime
- Google Suite