

# RESUME

## MAYANK RAWAT

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## OBJECTIVE

A responsible professional where my accounting and financial abilities can be highly utilized in a growth oriented professional invariant i aspire for a carrier that would provide me challenging opportunities.

## EXPERIENCE

- One year experience "**Coordinator**" **HR** in SURYA POLYPACK INDUSTRIES.
- Four Year Experience As a "**Executive**" **Admin** in S.S.S.S Mahila Inter College Satikund Kankhal Haridwar.
- 6 month Experience as a "**Assistant**" **HR** Informa facility services Pvt. Ltd. Gurgaon Haryana.

## Key Responsibility

- Monitoring of Time Office functions on day to day basis.
- Initiate background verification on offer letters for new hires
- Handle overall pre-recruitment procedures
- Completing the entire joining formalities of the new hires
- MIS Report-(Left number of employees during the month, new joining during the month, Leave & absent monthly reports etc.
- Manpower reports, late coming reports & Absenteeism reports.

## COMPUTER SKILLS

- Diploma in Computer Basic.
- Operating System - Windows XP & 7,8& 10.
- Ms Office 2010,13,16 (MS word, Excel, PowerPoint).
- Diploma in Financial Accounting.
- Tally ERP 9.

## **ACADEMIC QUALIFICATION**

- High school from C.B.S.E Board.
- Intermediate from C.B.S.E Board.
- B.Com(C.F.A) from H.N.B. Garhwal University.
- M.com From U.O.U University.
- MBA pursuing from Subharti University.

## **STRENGTH**

- Self-motivated, positive Attitude,
- Co-operative committed to given job responsibility.
- Good Communication skill.
- Keen Learner.

## **HOBBIES**

- Listening Songs.

## **PERSONAL DETAILS**

Father's name	:	Late Mr. KUNDAN SINGH RAWAT
Date of Birth	:	14/12/1993
Marital Status	:	Married
Language Know	:	Hindi & English
Gender	:	Male
Nationality	:	Indian

**Date:**.....

**Place:**.....

**.(MAYANK RAWAT)**