** Mann Singh Rajput**

354, Minal Residency, Bhopal

Pin - 462016

E-mail: mann@jbrconsultant.com

Contact No: 07247666888

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# PROFESSIONAL OBJECTIVE-

Achieving professionalism in the chosen field of activity and achieve user satisfaction on level above expectation, I would you like to join your esteemed organization to show my skill and ability and improve my knowledge with the latest trends and to be a part of work dynamically towards the growth of the organization as a professionally.

# WORK EXPERIENCE

**Company Name- JBR CONSULTANT & MANPOWER SERVICES PVT LTD.**

**Designation – HR Manager**

**Duration – 1 Dec-2018 to Currently )**

**About Company-**

JBR CONSULTANT & MANPOWER SERVICES PVT LTD is a Recruitment cum Outsourcing Company which is working for PAN India Level in Various Sectors.

# Role & RESPONSIBLITIES

* Involve research and sourcing through various portals and websites, Identify and exploit various sources of databases Calculate the manpower & efficiency as per cycle time for different project.
* Motivating the people for increasing the productivity & efficiency.
* Responsible for conducting Interviews (Telephonic, F2F) of shortlisted candidates.
* Managing overall branch operations.
* Tie up with companies.
* Taking responsibility for the performance of people working with company.
* Work cross functionally for quality improvements and resolving quality issues.
* Making Salary , Daily Attendance Management.

**Company Name- ICICI Bank Ltd.**

**Designation – HR Executive**

**Duration – 1 March-2015 to November 2018)**

**About Company-**

ICICI Bank Limited is an Indian multinational banking and financial services company with its registered office in Vadodara, Gujarat and corporate office in Mumbai, Maharashtra . It offers a wide range of banking products and financial services for corporate and retail customers through a variety of delivery channels and specialized subsidiaries in the areas of investment banking, life, non-life insurance, venture capital and asset management. The bank has a network of 5,275 branches and 15,589 ATMs across India and has a presence in 17 countries

# Role & RESPONSIBLITIES

* Recruitment.
* Calculate the manpower & efficiency as per cycle time for different project.
* Motivating the people for increasing the productivity & efficiency.
* Managing overall branch operations.
* Tie up with companies.
* Taking responsibility for the performance of people working with company.
* Work cross functionally for quality improvements and resolving quality issues.
* Making Salary, Daily Attendance Management.

MAJOR ACHIEVEMENTS & IMPROVEMENTS

Write your achievements here.

# Educational Qualifications-

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Board/University | Passing Year | Percentage |
| MBA (HR) | IIM Indore | 2015 | 64% |
| B.E (CS) | LNCT, Bhopal | 2013 | CGPA 8.9 |
| HSC | MP Board, Bhopal | 2009 | 75.23% |

# Personal Detail

* Father’s Name : P.S Rajput
* Date of Birth : 25/05/1994
* Gender : Male
* Marital Status : Unmarried
* Language’s Known : Hindi & English
* Nationality : Indian

# Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date: Yours Faithfully,

Place: (Mann Singh Rajput)