

AKSHIT KUMAR

HR Professional.

HR professional with one year of hands-on experience in Recruitment & Selection, HR Operations, Payroll, Employee Engagement, and Employee Data Management. Experienced in managing T&D activities, statutory compliance, and core HR processes with a structured, detail-oriented approach. Holds an MBA in HR & IT, supporting effective people operations and business outcomes.



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📍 Saket, New Delhi, India.

🌐 [LinkedIn](#)

PROFESSIONAL EXPERIENCE

Carewell Pharmapack International Pvt. Ltd HR & Admin Manager

Kurukshetra, Haryana
Jan. 2025 - Feb. 2026

Roles And Responsibilities:

- Managed end-to-end HR operations including onboarding, employee documentation, attendance management, employees' annexure/CTC Structuring, and coordinate with payroll team for salary processing.
- Handled full-cycle recruitment by collaborating with hiring managers, creating job descriptions, sourcing candidates via job portals (Naukri, LinkedIn, Indeed), and screening profiles.
- Coordinated interviews, managed candidate communication, negotiated salary expectations, CTC structuring and issued offer/joining letters to selected candidates.
- Conducted structured employee induction programs and coordinated monthly training sessions for production and departmental staff.
- Maintained accurate employee master data, personnel files, ATS records, ID cards, uniforms, and HR documentation.
- Ensured compliance with Indian Labour Codes, statutory compliances, and maintained audit-ready HR records.
- Managed administrative, EHS, GMP, Quality, and hygiene documentation, including coordination of fortnightly safety equipment inspections.

Roki Uno Minda Co. Pvt. Limited. HR-Internship: Management Trainee.

Rewari (Bawal), Haryana
Jun. 2024 - Jul. 2024

Key Learnings And Responsibilities:

- Managed payroll for multiple employees, ensuring 100% accuracy and compliance with statutory regulations.
- Handled Leaves and attendance management systems and generated MIS reports for payroll and HR data.
- Assisted in planning and executing employee training and development programs and collecting feedback.
- Maintained employee records following 5S standards and supported HR policies and compliance.
- Managed end-to-end recruitment process, onboarding & induction, labour laws, and HR operations.

EDUCATION



MBA – Human Resource Management & Information Technology.

Maharishi Markandeshwar (Deemed to Be University), Mullana, Haryana – 2025 | CGPA: 7.7

2025



Bachelor of Computer Applications (BCA).

Kurukshetra University, Kurukshetra – 2023 | 67%

2023

CORE COMPETENCIES

- Recruitment & Talent Acquisition (Full-Cycle).
- CTC Structuring & Payroll Coordination.
- Attendance & Leave Management.
- HR Data Management.
- Training and Development Coordination.
- Onboarding (Documentation, Induction, Orientation).
- Factories Act provisions & Labour Law support.
- Statutory Compliances (PF, ESI, LWF, PT, OT, Bonus, Gratuity, etc.)
- Content Creation, Editing (Photos, Videos, Posters, etc.)

TECHNICAL PROFICIENCIES

- **Softwares Known:** MS Office (Word, Excel, PowerPoint, Outlook), Power BI, Canva, Gmail, Tally ERP 9, AI Tools.

CERTIFICATIONS



- Project Management (**University of Virginia, Coursera**).



- Data Analytics and Visualization Job Simulation (**Accenture**).



- 30-Days Excel Crash Course (**E-Learning Platform ISO Certified**).



- Human Resource Analytics (**University Of California, Irvine**).



- Data Analytics using Power BI & Ms-Excel (**MMIM**).



- Power BI Crash Course (**Skill Course**).



- Strategic Human Resource Management (**Infosys**).

INTERESTS

Exploring New
Technology

Exploring & Using
New AI Tools

Watching
Movies

Listening
Music

Content Creation (Photos /
Videos/ Editing).

DETAILS

Personal Details

- **Permanent Home Address:** Kurukshetra, Haryana, 136131
- **Father's Name:** Mr. Anil Kumar
- **Mother's Name:** Mrs. Usha Devi
- **D.O.B:** 01-Dec-2000
- **Gender:** Male
- **Nationality:** India
- **Marital Status:** Unmarried
- **Languages:** English, Hindi, Punjabi

Date

Signature