



HITAKANSKHI BHATT RAUT

Asst. HR manager

About Me

I am a dedicated HR professional with a proven track record with a positive attitude with 9+ years of experience in HR dept.



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hbhattraut@gmail.com



Badamba, cuttack 754031

Language

- English
- Hindi
- Odia

Expertise

- Management Skills
- employee retention
- Critical Thinking
- Leadership

Experience

Narayani Motors (MARUTI SUZUKI)

Bhubaneswar

2020 - countinue

coordinate and administer all administrative activities at the dealership 's personal more than 300 staffs.

Responsible for recruitment, training, statutory part, implement the system of payroll.

Capital FORD

Bhubaneswar

2017 - 2019 dec

Administer and coordinate HR programs

Interpret company HR policies and procedures

Maintain more than 220 staffs

CREW Pvt Ltd

Jharsuguda

2015-2016

Assist HR manager to recruit and maintain employee records.

complete administrative support to employees

Education

Utkal University

Bachelor of commerce

2010-2011

Rajdhani college of eng. & management

P.G.D.M (HR)

2011-2013

Skills Summary

Microsoft office

Human resource information
systems

communication

Team player