

Ravi Kumar Rajak  
Rajbiraj- 03 Saptari, Nepal  
Mobile No. +9779816772225  
Email id: rkrajak95@gmail.com



## Professional Summary

Highly effective Human Resources Officer with two year of experience where more than 200 staff and daily wages worker deployment and allocated them according to their skill, along with administrative email writing , call receiving and reporting to senior manager, HR documentations, Payroll and within Labour LAW and company policy administrative action to the taken . Dependable and organized team player with the ability to communicate effectively and efficiently.

## Achievements

- General cultural Scholarship through Indian embassy 2013-2014
- Conduct management fest and certified
- Conduct food fest and certified
- Conduct public awareness program regarding helmet use.

## Qualifications

2017	BBM (Davangere University, Karnataka India)	Score: first class with distinction
2013	ISc (10+2) (HSEB, Nepal)	Score: First Division
2011	SLC (Nepal Board)	Score: First Division

## Employment and work experience

- 1. Human Resource Officer(2018 January 08 to till now) @ current**  
Rolpa Cement Of ADVANCE GROUP | Kathmandu, Nepal  
[Main Duties performed](#)
  - Acting as the first point of contact for any human resource issues
  - Assisting in the administration of company policy and HR procedure
  - Provide advice and guidance to manager about Admin/HR-related issues
  - Updating, maintaining and auditing of personal data of employee and labour
  - Recruiting labour and staff
  - Briefing monthly to staff and labour regarding safety, work job, time study, discipline , communication, co-ordination and co-operation
  - Dealing with contractor, employee, labour complaints and reporting to senior manager
  - Arrangement of cultural event
  - Arrangement of meeting for the senior Staff and taking notes and minute in meeting
  - Maintaining regular attendance, Department wise work details of staff and labour and send it to the manager.
  - Preparation of monthly Attendance sheet & salary sheet
  - Keeping record of vehicle log sheet, machine maintenance sheet, Gate pass of incoming and outgoing material/Goods, Security guard doc, agreement paper and company policy doc.
  - Housekeeping management and records of guest minutes book

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- General Admin duties, regularly making and answering phone call, sending mail to staff, taking minutes, printing, photocopying, filing etc.
- 2. **worked one year(2017-2018) as account executive at Greet technology(HSR Layout, Bangalore, India) which is based on Tally developer and have to provide online solution to the businessman to help them to solve the accounting transaction or any mismatch occurs**

## Professional Skill

- Advance interpersonal skill
- Good communication ability
- Developing strong working relationship with employee and labour
- Problem solving abilities inside organization
- HR documentation
- Attendance and Payroll
- Administrative email writing and reporting
- labour training and development
- Literacy of Ms-excel, Ms-word, internet and Accounting Software(Tally)

## Hobbies and Interests

In my spare time, I love to participate in different events, listening music, swimming, cooking etc. As a part of active life style I enjoy meeting with new people and love to help the needy.

## Personal Details

- Name : Ravi Kumar Rajak
- Father's Name : Ramchandra Rajak
- Address : Rajbiraj-03, Saptari Nepal
- Marital Status : Bachelor
- Sex : Male
- DOB : 1995-10-29
- Nationality : Nepalese
- Religion : Hindu
- Language Known : Nepali, English, Maithili, Hindi

**Declaration:** I hereby declare that all the above mentioned information's are true to my knowledge.

**Date:**

**Place:**