

GAJENDRA DASHRIYE

New Minal Apartment B-3 Bhopal

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9993530739

DOB 18/06/1997

Objective

Aiming to be associated with an organization that gives me support to update my knowledge, skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization.

Education

Barkatullah University Bhopal

MBA (HR & Finance)

2021 — 7.4 CGPA

Rajiv Gandhi Technical University

BE (Electrical & Electronics)

2019 — 7.5 CGPA

Experience

CI Automotors Pvt. Ltd. (Mahindra)

01/08/2025 - 28/02/2026

HR Manager

Key Responsibilities:-

- Oversee employee performance and collaborate with management to evaluate underperforming employees and review them.
- Ensure employee compliance with all company policies.
- Maintain employee records and update as needed.
- Hiring and sourcing candidate requirements activities of the company and documentation process via onboarding new joiner.
- Update company policies and benefits package.
- Facilitate communication between management/department heads and employees.
- Co-manage, schedule, and organize meetings.
- Educate employees on company benefits and rewards.
- HR Policy Development and Implementation.
- Reward and recognition.
- Handling grievance and redressal.
- Variable perks given to employee performance based promote them.

Rajrup Motors Junction (Maruti Suzuki- Arena)

07/06/2024 - 25/07/2025

Sr. HR Executive

Key Responsibilities:-

- Hiring and sourcing candidate requirements activities of the company and documentation process via onboarding new joiner.
- Handling all over location upcountry location, True Value, MDS, Commercial, Arena in RMJ Maruti Suzuki.
- Daily basis of checking in time and out time.
- Exit formalities in candidate.
- Creating DMS ID in Irecruit.
- Taking care of staff services – leaves & attendance of permanent & temporary staff.
- Maintain payroll structure regarding salary.
- Attending daily meeting.
- Handling training with MSIL and manage all session with trainee.
- Handling Housekeeping and admin activities of the company.
- Drafting & reporting, maintain database. of projects and task assigned to her.
- Coordination all over department and follow up.

Sai Chhaya Autolink Pvt. Ltd. (Ford & Altigreen)

05/07/2021 - 30/05/2024

HR Executive

Key Responsibilities:-

- Hiring and sourcing candidate requirements activities of the company.

- Documentation process via candidate joins.
- Daily basis of cheking in time and out time.
- Taking care of staff services – leaves & attendance of permanent & temporary staff.
- Implementing lean management process & 5S in the plant (zone identification, zone leaders, redtag,implementing 5S process).
- Mentain payroll structure regarding salary.
- Attending daily meeting.
- Hr audits (internal and external) complete audit process in audit time by ford India.
- Handling training and manage all over bookings.
- Handling Housekeeping and admin activities of the company.
- Drafting & reporting, maintain database. of projects and task assigned to her.
- Coordinates all over department.
- Coordination follow up and feedback.

Skills

- MS office
- Google sheet and doc
- Canva
- MIS(management information system)
- Good communication skills.

Strength

- Self-motivated hardworking
- Sincere
- Disciplined
- Team Player
- Cordial.

Declaration

I do hereby declare that above information is true to the best of my knowledge.
