

# Ravitosh Kumar

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📍 Current Address: Guwahati, Assam. Permanent address: Shillong, Meghalaya

📅 23.05.1994 🌐 [linkedin.com/in/ravitosh-kumar](https://www.linkedin.com/in/ravitosh-kumar)

## PROFILE

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I am an individual with a curious and creative mindset. I am always searching for learning and gaining valuable knowledge and skills to upgrade myself. My career objective is to utilize my knowledge and convert it into useful action. By, imparting my intelligence and working capabilities I am to become an irreplaceable member of the organization.

## EDUCATION

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### Master in Business Administration

2021 – 2023

Assam Don Bosco University.

Guwahati, Assam

Specialization: Human Resource & Finance.

Result: 78%

### Bachelor of Commerce (B. Com)

2013 – 2016

St. Edmunds College Shillong.

Shillong, Meghalaya

Specialization: Accountancy & Finance.

Result: 35%

### Higher Secondary School Leaving Certificate. (HSSLC)

2010 – 2013

Laban Bengalee Boys' Higher Secondary School.

Shillong, Meghalaya

Result: 53%

### High School Leaving Certificate. (HSLC)

2010

Jail Road Boys' Higher Secondary School.

Shillong, Meghalaya

Result: 44%

## PROFESSIONAL EXPERIENCE

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### Human Resource Executive

06.2024 – present

#### Excel Foods.

10th Mile, Meghalaya

- Contract Labor Management
- Proficient in end-to-end payroll processing.
- Monitored and prepared statutory compliance returns (PF & ESIC) and managed individual registrations using the portal.
- Filled accident report using the ESIC portal.
- Issued offer and appointment letters.
- Responsible for screening candidates, as well as managing the recruitment and selection process to ensure the best fit for the organization.
- Monitored and maintained the database management for new employees.
- Prepared daily manpower utilization reports for blue-collar workers.
- Uploaded details of blue-collar workers into GreytHR software
- Reviewed and verified monthly attendance for housekeeping and security personnel.
- Led seamless onboarding process and Exit formalities.

- Drafted professional letters, experience letters, show cause notices, and other internal communications to ensure effective organizational correspondence.
- Responsible for preparing and updating the organization chart.
- Prepared daily late-coming reports for employees.
- Overseeing daily housekeeping tasks and ensuring a clean and organized environment

**Plant Human Resource Executive**

**Pioneer Carbide Pvt Ltd.**

06.2023 – 06.2024  
Byrnihat, Meghalaya

- Proficient in end-to-end payroll processing
- Monitored and maintained accurate monthly attendance records.
- Monitored statutory compliance (PF & ESIC), and prepared ECR Challan
- Employee database management.
- Background verification support.
- Led seamless onboarding process and Exit formalities.
- Managed employee leave records, ensuring accurate tracking and compliance with company policies.
- Tracked day-to-day operations, and promptly resolved issues as they arose
- Drafted professional letters and communications for effective correspondence within the organization

**Human Resource Internship**

**Ecom Express Limited.**

06.2022 – 08.2022  
Guwahati, Assam

- Worked on/off field where I had to research employee welfare within the Organization.
- Maintaining a Database of Employees.
- Employee Engagement.
- Motivation of employees.
- Operations, Supply Chain.

**Plant Human Resources Executive**

**Pioneer Carbide Pvt Ltd.**

02.2020 – 03.2021  
Byrnihat, Meghalaya

- Responsible for the recruitment and selection of candidates.
- Conducted first-round interviews for selected candidates.
- Monitored and prepared statutory compliance returns (PF & ESIC).
- Monitored and maintained accurate monthly & daily attendance records.
- Reviewed and verified monthly attendance for security personnel.
- Employee database management using Excel and Keka software application.
- Drafted professional letters and communications for effective correspondence with in the organisation.
- Overseeing daily housekeeping tasks and ensuring a clean and organized environment.

**COURSES**

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**Diploma In Computer Application**

*Don Bosco Youth Center*

2019  
Sillong, Meghalaya

**Accounting and Tally ERP9**

Ramakrishna Mission

2016

Shillong, Meghalaya

**Windows Xp and MS Office Part 1**

Ramakrishna Mission

2010

Shillong, Meghalaya

**MS Office Part -2 With Front Page**

Ramakrishna Mission

2010

Shillong, Meghalaya

**EXTRACURRICULAR ACTIVITIES**

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- Highly involved in co-curricular activities, programs, and events at Don Bosco Institute of Management.
- Completed 60 Hours of Training in Human Resources at Tareeqa Global Solution PVT. Ltd.
- Participated in HR Connections event conducted as a part of SAMYOG 2022 National Online Event, Organized by PSG Institute of Management, Coimbatore.
- Participated in HR Manager event conducted as a part of SAMYOG 2022 National Online Event, Organized by PSG Institute of Management, Coimbatore.

**AWARDS**

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**Basketball Competition**

Captained the basketball team to victory, leading the team to win first prize

**Carrom Board Competition**

Secured runner-up position in a carrom board competition

**LANGUAGES**

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English

Hindi

Khasi

Nepali

**REFERENCES**

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**Bikash Kalita**, *Asst. Professor & Placement Coordinator*, Don Bosco Institute of Management  
bikash.kalita@dbim.ac.in, 9706008860

**Amal Dev Sarma**, *Asst. Professor*, Don Bosco Institute of Management  
amal.sarma@dbim.ac.in, 9366900851

**DECLARATION**

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**Ravitosh Kumar**