



Ajay Nikumb

HR Professional

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🎂 30.01.1989

Education

- **MBA**
Jain College of MCA and
MBA, Belgaum
2011 - 2013
- **BBA**
S.S.S Samiti College of
Business Admin.
Belgaum
2007 - 2011

Skills

Teamwork

Communication

Time management

Work ethic

Interpersonal skills

Creativity

Problem-solving

Adaptability

Attention to detail

Languages

Summary

Dedicated Sr. HR Assistant with 9+ years of experience providing comprehensive administrative HR support. Proficient in payroll, recruitment, personnel management, compliance, attendance tracking, and leave management. A strong communicator and team player with excellent organizational abilities. Committed to exceptional customer service, streamlining processes through HRMS utilization and innovative solutions. Enthusiastic about enhancing employee experience and supporting organizational goals through efficient HR operations

Work Experience

Senior HR-Assistant, Lokmanya Multipurpose Co-op Society Ltd, Belgaum

February 2015 - Present

Key Result Area:

- **Managing MIS reports & other key reports, Bio-metrics, & Leave records:** This involves maintaining accurate records of employee data, attendance, leave, and other relevant information. It's crucial for decision-making and compliance purposes.
- **Planning & implementing new training programs for employees:** Training and development are essential for enhancing employee skills and performance. Designing and executing effective training initiatives contributes to the growth of both individuals and the organization.
- **Managing statutory tasks like UAN activation, Claims, etc.:** Ensuring compliance with statutory requirements is vital for legal and ethical reasons. Managing tasks related to employee benefits and regulatory filings demonstrates a commitment to organizational integrity.
- **Handling Attendance & Payroll activities:** Attendance and payroll are fundamental HR functions. Accuracy and timeliness in these areas are crucial for employee satisfaction and organizational efficiency.
- **Assisting the team in completing projects:** collaboration and support within the HR team contribute to overall effectiveness and success. Your involvement in project completion indicates a proactive and team-oriented approach.

Marathi

Hindi

Kannada

English

Links

[www.linkedin.com/in/ajay-](https://www.linkedin.com/in/ajay-nikumb-141032159)

[nikumb-141032159](https://www.linkedin.com/in/ajay-nikumb-141032159)

- **Handling homebased HRMS software and resolving queries:** Proficiency in HR software and providing support to users demonstrate technical skills and a customer service mindset.
- **Introducing new attendance application project (LESS APP):** Innovation in response to challenges, such as the Covid-19 situation, shows adaptability and problem-solving ability. Implementing technology solutions to streamline processes is commendable.
- **End-to-end recruitment activities:** From sourcing candidates to onboarding, involvement in the entire recruitment process highlights your expertise in talent acquisition and selection.
- **Utilizing job portals such as Naukri, Foundit, LinkedIn, etc.:** Leveraging various platforms for talent sourcing expands the reach and potential candidate pool for recruitment efforts.
- **Managing offer generation and joining processes:** Ensuring a smooth transition for new hires from offer to joining reflects professionalism and organizational effectiveness.

Assistant Branch Manager, Shriram City Union Finance Ltd, Hubli

July 2014 - January 2015

Key Result Area:

- **Meeting customers & introducing the 2-wheeler vehicle loan process:** Direct interaction with customers to explain loan procedures demonstrates your ability to communicate effectively and build rapport with clients.
- **Coordinating with showroom managers to generate business:** collaboration with showroom managers indicates a partnership approach to business development, leveraging existing networks to drive loan applications.
- **Assuring customers of loan provision upon successful document verification:** Providing reassurance to customers regarding loan approval after document verification fosters trust and confidence in your services.
- **Verifying documents and KYC:** Ensuring compliance with regulatory requirements by verifying customer documents and conducting KYC (Know Your Customer) procedures is essential for risk management and legal adherence.
- **Processing the loan:** Efficiently processing loan applications demonstrates your organizational skills and attention to detail in managing financial transactions.
- **Recovery of loans:** Managing loan recovery involves monitoring repayment schedules and taking appropriate actions to ensure timely payments, highlighting your financial management and negotiation abilities.

- **Checking and maintaining MIS, report generation:**
Maintaining accurate records and generating reports facilitate monitoring loan performance and decision-making processes, emphasizing your proficiency in data management.
- **Maintaining filing of documents:** Proper documentation management ensures accessibility and compliance, contributing to organizational efficiency and risk mitigation.
- **Handling a team of 5 members:** Leadership and team management skills are demonstrated by your ability to oversee and guide a team, fostering collaboration and productivity.
- **Training and building the team's industry knowledge:**
Investing in team development through training and knowledge-building enhances overall team performance and professionalism, reflecting your commitment to continuous improvement.

Courses

Naukri Maestro Recruiter, Naukri

January 2024