

+91-80921 89715

ub.prateek@gmail.com

Bihar, India

Prateek

Admin HR and Documentation

Cover Letter

Dear Hiring Manager,

I am writing to express my keen interest in the Admin HR and Documentation Specialist position. With over 16 years of experience in diverse administrative and HR functions, I am confident I possess the skills and experience necessary to excel in this role and contribute significantly to your company's success.

Throughout my career, I have honed a strong ability to manage multiple priorities while maintaining exceptional accuracy and attention to detail. My experience in HR includes spearheading policy development, managing payroll and recruitment, and overseeing employee onboarding. I am proficient in HR software and possess a deep understanding of labor laws and regulations.

My expertise in documentation management ensures efficient document organization, record-keeping, and information accessibility. I am adept at handling legal documents, contracts, and various administrative procedures with precision. Additionally, I am proficient in MS Office and various ERP software and well-equipped to streamline administrative tasks and enhance operational efficiency.

In my previous role as Assistant Manager Admin at Kamac Engineer, I successfully:

- **Streamlined HR policies and procedures**, ensuring compliance with organizational standards.
- **Oversaw comprehensive document management**, including legal documents and contracts, while maintaining accurate and accessible records.
- **Directed the onboarding process for new hires**, facilitating a smooth integration into the company.

I am a highly motivated and results-oriented professional with excellent communication, interpersonal, and organizational skills. I am confident in my ability to seamlessly integrate into your team and provide exceptional administrative and HR support.

My resume provides a more detailed overview of my qualifications. I am eager to learn more about this exciting opportunity and discuss how my skills and experience can benefit your company. Thank you for your time and consideration.

Sincerely,
Prateek

Enclosures: Resume

Prateek .

Admin HR and Documentation

Seasoned Admin & HR professional with 16+ years of diverse experience in document control, project coordination, human resources, and administrative operations across infrastructure, engineering, and consultancy sectors. Proven track record in implementing efficient documentation systems, streamlining HR processes, and supporting multimillion-rupee government and private sector projects. Adept at managing cross-functional teams, enhancing operational workflows, and ensuring compliance.

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WORK EXPERIENCE

Document Controller Afcons Infrastructure Ltd

11/2024 - Present

Khandwa (M.P), India

Client: MP Jal Nigam | Project Cost: 704 Cr.

Achievements/Tasks

- **Procedure Development:** Developed and implemented document control procedures to ensure compliance with company policies and industry standards.
- **Document Management:** Managed the secure storage, classification, and retrieval of documentation across departments to improve accessibility and reduce time.
- **Project Coordination:** Coordinated with project managers, engineers, and external contractors to facilitate the timely distribution, approval, and exchange of project-related documents.
- **Audit & Compliance:** Conducted regular audits and reviews of documentation to maintain accuracy, reduce errors, and ensure alignment with requirements.
- **Admin Oversight:** Oversaw administrative functions including logistics, facilities, and documentation, contributing to improved operational efficiency.
- **Team Supervision:** Supervised administrative staff, ensuring effective coordination and timely completion of tasks. Also, collaborated with IT teams to integrate digital document management tools.
- **HR Documentation:** Maintained HR documentation such as employment contracts, offer letters, training materials, and employee records with standards.
- **Onboarding Support:** Supported HR functions by managing applicant documentation and onboarding records in a secure and organized digital system.

Assistant Manager Admin Kamac Engineer

06/2024 - 11/2024

West Bengal, India

Achievements/Tasks

- **HR Policy Implementation:** Spearheaded HR policies and procedures, ensuring compliance with organizational standards and regulations. Also, provided comprehensive administrative support to senior management, including scheduling, correspondence, and coordination.
- **Document Management:** Oversaw document management including legal documents and contracts and record-keeping systems to ensure the accuracy and accessibility of critical employee and business records.
- **Payroll Administration:** Administered payroll processes, ensuring timely and accurate processing of employee salaries and benefits.
- **Talent Acquisition Support:** Managed recruitment processes, including job postings, candidate screening, and coordination of interviews.
- **Employee Onboarding:** Directed the onboarding process for new hires, facilitating smooth integration into the company through orientation programs.
- **Office Operations:** Coordinated office operations, including inventory management, procurement of supplies, and maintenance of office equipment.
- **Administrative Planning & Scheduling:** Developed and managed planning and scheduling for various administrative activities to ensure efficient workflow.
- **Financial Documentation:** Oversaw billing and invoicing processes, ensuring accurate and timely processing of financial transactions and maintaining records.



KEY SKILLS

- Human Resources Management
- Administrative Support
- Document and Records Management
- HR Policies and Procedures
- Employee Onboarding
- Recruitment and Staffing Record Keeping
- Office Management
- Data Entry and Reporting
- Scheduling and Coordination
- Contract Management
- Legal Documentation
- Administrative Procedures
- Resource Planning
- Project Management
- Performance Management
- Accounting and Bookkeeping
- Financial Management
- GST Knowledge
- MIS (Management Information System)



SOFTWARE PROFICIENCY

MS Office (2007/10)

Tally (9.0, ERP 9)

NWAY ERP Software

Windows

DMS Software



WORK EXPERIENCE

Assistant Manager - Management Information System

Egis India Consulting Engineers

01/2023 - 06/2024

Client: Soma Roadis Varanasi Aurangabad Tollway Private Limited | Project Cost: Rs. 3800 cr.

Achievements/Tasks

- **Project:** Project Construction and Supervision Consultancy for Six Lanning of Varanasi - Aurangabad Section of NH- 2 from km. 786.000 to km. 978.400 in the state of U.P / Bihar on BOT (Toll) basis under NHDP Phase V.
- **Project Coordination and Management:** Oversaw the project construction and supervision consultancy for the Six Lanning of the Varanasi-Aurangabad section of NH-2, ensuring adherence to project timelines and specifications.
- **Administrative and Documentation Management:** Coordinated administrative support tasks, including document management, record keeping, and office management, to ensure smooth project operations.
- **Data Analysis and Reporting:** Conducted data entry, analysis, and reporting to track project progress and performance metrics.
- **Scheduling and Coordination:** Coordinated scheduling and resource planning for project tasks and employee assignments.
- **Process Improvement and Optimization:** Identified and implemented process improvements to enhance project efficiency and administrative operations. Applied best practices in process optimization and project management.

Computer Operator

ICT JV Rodic Consultants

02/2015 - 01/2023

Client: National Highways Authority of India (NHAI) | Project Cost: Rs. 3800 C

Achievements/Tasks

- **Data Management and Reporting:** Collected, identified, and valued data to support the development of Management Information Systems (MIS). Monitored the implementation of work through the MIS system.
- **Reporting:** Generated initial reports to meet client requirements and expectations. Prepared and maintained detailed reports on project progress as needed.
- **Documentation and Record-Keeping:** Managed physical and digital records, ensuring all files and documents are accurately stored and easily retrievable. Performed tasks related to copying, scanning, and storing documents.
- **Coordination and Communication:** Acted as a liaison between the Civil Engineering team and other departments to ensure timely and accurate report submission. Coordinated inter-departmental activities, compiled, and reconciled project data.
- **Administrative Support:** Provided guidance and support to junior staff members on daily project tasks and responsibilities. Additionally, organized and conducted training sessions for new hires to familiarize them with the workplace environment and processes.
- **Database Management:** Updated and maintained the database, creating guidelines for data entry and usage. Verified and checked documentation to ensure accuracy and completeness.
- **Project Support:** Distributed project-related copies to internal teams and verified document progress. Managed royalty checks, prepared related reports, and handled miscellaneous project documentation tasks.

Accountant Manager

Modern Academy

04/2009 - 05/2012

Gaya, India

Sales Officer

Max New York Life Insurance Corporation

03/2007 - 02/2009



EDUCATION

MBA (Operation Management)

K.S.O.U Mysore

Bachelor of Commerce

Veer Kunwar Singh

University

Certificate Course in Human Resource Management

Institute of Legal and

Management Studies

Certificate Course in Project Management

Institute of Legal and

Management Studies



TECHNICAL QUALIFICATION

Goods and Service Tax (GST)

Accounts Assistant

Pradhan Mantri Kaushal Vikasojna Kendra (PMKVY), Sasaram

Course on Computer Concepts

National Institute of Electronics & Information Technology (NIELIT)



PERSONAL DETAILS

Father's Name: Dr Bhupendra Narayan Singh

Date of Birth: 27-02-1982

Gender: Male

Nationality: Indian

Address: Street No.11/B, Santoshi Maa Path, Gaurakshni, Sasaram, Dist: Rohtas, Bihar, Pin code: -821115



LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency