**CURRICCULUM VITAE**

### SURENDRA SINGH FARTYAL PHOTO2

H- 151, SECTOR- 22,
NOIDA - 201301.

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**Objective** –

To work in well managed organization where I can enhance my skills and make profits to the organization with my current abilities.

**Professional Summary** –

Master Of Business Administrator (**MBA**) specialized in **Human resource and Marketing** having **6-years of experience** in Salary Administration/ Leave management, Manage separation - PF, exit interviews, payroll inputs, Full and Final settlement, Drafting official letters i.e. approval note, office order, transfer order, Provides administrative support, Payroll Management.

**Organization:** 1. M.B.Apparels Pvt. Ltd. (Nov 2019 to May 2020), As “ HR Executive “

1. Orient Fashion Exports (India) Pvt. Ltd. (Aug 2013 to Sept 2019), As " HR Executive"
2. DTDC Courier Company (Oct 2012 to June 2013), As “Data Entry Operator”

**Major Job Responsibilities-**

* Recruitment & Selection (Portals, College Placement, Referral, Vendors)
* Attendance Management
* Payroll management - Monthly wages and payroll administration.
* Statutory compliance - EPF / ESIC, Labour Law, Maintain employee records.
* Joining & Induction
* Grievance handling
* Organizational Development
* Salary Preparation, Leave and Full & Final
* PF Online challan to be submitted.
* Mis data completion
* SA-8000 audits

**Functions related to ESIC.**

* ESI half yearly return to be submitted.
* ESI online challan to be submitted.
* To generate the ESI No. Of new joining employee’s.
* To arrange ESI cards to issue to the workers.

**Functions related to Factories Act of (contractor):**

* To make renewal of Factory licence in October of every year.
* To maintain Form No.12 (Adult worker attendance Register).
* To submit half yearly return on Form No. 22.
* To submit Annual Return on Form No.21.
* To calculate the earned leaves of all workers and carry forward the same to next years leave Registers.

**Functions related to Audits:**

* Maintenance of register and their records under Contract Labour (R&A) Act.
* Liaisoning with Government Official.
* To show All statutory obligations like Application for Labour License, maintenance of various register as per Factories Act, PF, ESIC, WC etc.
* Conduct various Training programs Induction P.P.E. 5S, Code conducts of Buyers, Health & Safety (Training given to more than 1500 Employees).

**I.T skills -**

* Operating System: Windows XP/2003/7.
* Application: Microsoft Word, Excel, Outlook, PowerPoint.

**Projects worked on** –

* Worked with OUTLOOK Magazine Summer Projects for customer relationship management as Relationship executive at Delhi.

**Professional qualification**-

* MBA (Master of Business Administrator) specialized in Marketing and Human Resource from Uttrakhand Technical University, Dehradun with an aggregate of 52% marks in 2012.
* BCA (Bachelor in Computer Application) from Roorkee institute of management & science, Roorkee with an aggregate of 62% marks in 2010.

**Education qualification**-

* XIIth from S.B.I.C, Khatima affiliated to Ramnagar Board with an aggregate of 52% marks in 2007.
* Xth from S.B.I.C, Khatima,affiliated to Ramnagar Board with an aggregate of 49.4% marks in 2005.

**Personal Details-**

Father name : Jagat Singh Fartyal
Date of birth : 05-12-1989
Nationality : Indian
Marital status : Married
Language known : English, Hindi.

Current CTC : 300000/-

Expected CTC : 360000/-

Place – Noida SIGNATURE