

Resume

MANEESH GAUD

C-141 New Saket Nagar, Tansen Road – Gwalior

Email: gaudmaneesh@gmail.com

Contact no: - 8871294691

Career Objective:

“Looking to obtain a position in a leading organization where I will able to leverage my knowledge shell for the benefit of the organization and for my career growth”.

Academic Qualifications:

Education Level	Years	Percentage	Major Subject	Remarks
10 th	2012	52.5	All sub	
12 th	2015	69.2	maths	
BSC(C.S.)	2018	62	Computer Science	

Computer Skills Sets:

- Languages: Ms Office (MS Word, MS PowerPoint, MS Excel)
- Hindi & English typing
- PF& ESI CHALLAN,WAGES SHEET, MONTHLY COMPLIENCE,

Experience

Company Name: -SHARMA CONSLTANCY SERVICES GWALIOR (M.P.)

Duration: - October 2018 to July 2021

Designation: - Executive

Job Description:

- Handling the complete recruitment life cycle from Sourcing to Joining.
- Communication & Coordinating with all team for assigning task.
- Schedule and conduct primary level of HR interview
- Identifying the Competencies required
- Utilizing/confirming the source for hiring
- Coordinate the interview with the respective department and if selected, complete the documentation.
- Preparing Training Schedule and Training Topic with coordination with all the departmental head

- Conducting Weekly Training
- Attending the fire & Safety training.
- Submitting report to HO
- Preparing Offer letters.
- Process appointments, Transfer, Promotion & Resignation etc.
- Complete all formalities related to new joiners.
- Exit Formalities.
- Handling all the queries of the employees. It related to Salary, Leaves and Attendance etc. & Statutory Compliance.
- Organizing Employee Development Programs.
- Arranging activities for Team building, motivation & communication on timely basis.

Strength

Adaptable, Sociable, Cooperative

Personal Information:

Name : Maneesh gaud
Father's Name : Mr. Ramprakash
Sex : Male
Marital Status : Single
Nationality : Indian
Hobbies : Listening music, visiting the places.
Permanent Address : S/O Ramjanki mandir ke pass malanpur, bhind (M.P.)
Date of Birth : 02 April 1998.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and i bear the responsibility for the correctness of the above-mentioned particulars.

Place: Gwalior

(Maneesh Gaud)