RESUME

# RAJIV COLONY

**NARVEER RATHI 508/27, STREET NO. 2**

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Career Objective

* **Offering over 7 years experienced in HR Processes, Recruitment, Visa, Payroll, Administration, Performance Management, Disciplinary Procedures, and Statutory Compliance**, I want to work for an organization that provides me enough challenges and give me responsibilities along with opportunity to grow. I will be working with the best of my knowledge.

Academic Career

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institution** | **Board/ University** | **Year of passing** |
| M.B.A.  **(HR& FINANCE)** | Gurgaon college of engineering | M.D.U  Rohtak | 2012 |
| B.B.A | D.A.V Instt. Of Management | M.D.U  Rohtak | 2010 |
| 12th | Meenakshi public school Gurgaon | C.B.S.E | 2007 |
| 10th | Meenakshi public school Gurgaon | C.B.S.E | 2005 |

Work Experience

Organization : Pansen Engineering India Pvt Ltd

Location : Gurgaon (Haryana)

Designation : Senior HR-Admin Executive

Duration : Aug 2019 To Till date.

PANSEN Engineering (India) Pvt Ltd is an (Engineering Consultant) Indian Company registered under Companies Act 1956/2013 and is an associated company of Shanghai Pansen Electric Co. Ltd based in China.We are one of the leading Engineering Consultant in Designing and Fabrication Engineering. PANSEN Engineering Private Limited is registered under Companies Act 1956/2013 in Kolkata in 2016 as Corporate Office with a Branch Office at Chennai and Pune, and is categorized as Company limited by Shares and Non-Government co.

**Profile**

* + Handling all joining formalities & Exit formalities.
  + **Attendance maintenance**
  + **Preparation of Salary, making list of deduction & Arrears verifying the salary, checking all the things.**
  + **Sending financial inputs i.e., joiners, leavers, increments, promotions, etc to the Finance team for processing the payroll.**
  + **Handling overall payroll activities, ensuring monthly pay checks**
  + **Leave Management, coordinating for Timely salary disbursement**
  + **Responsible for preliminary telephonic and personal interviews with candidates** to ascertain their competencies, skills and aspirations (positions, salary, designation...)
  + **Maintaining Recruitment Database** containing information relating to all the applicants, the day they attended the interview, status, remarks on their profiles etc
  + **Create job descriptions, Select and interview candidates for all available positions**
  + Salary negotiation & Salary Fixation of new employees.
  + Solving query of applicant, issuing Offer Letter to shortlisted candidate.
  + Responsible for reference checks, background & employment verification.
  + Solving query of applicant, issuing Offer Letter to shortlisted candidate.



* + **Taking care of AMC’s, Telecommunication** & Photocopy Maintenance.,. Housekeeping/Horticulture/Pest Control and minor repairs
  + **Keep stock of office supplies and place orders when necessary**
  + **Taking care of all Travel arrangements, flight, taxi’s booking &** preparation of Bonus of all employees.
  + **Taking care of gratuity settlement & exit formalities**
  + **Managing phone calls and correspondence (e-mail, letters, packages etc.)**
  + Maintaining personal files.
  + Looking after **Welfare facilities**. i.e. - **Canteen, Uniforms, First Aid box etc.**
  + Conducting various employee engagement programs like birthday celebration, in-house activities, celebration of festivals, Foundation Day celebration.
  + Responsible for all types of **challans (ESI&PF), LWF returns** under various Acts.
  + Checking and verification of **contracts bill, Conveyance’s bill of staff & worker.**
  + **Preparation of Full &Final Settlement, exit formalities**
  + **Liaison with govt. authorities, labour departments, District & local Officials.**

Work Experience

Organization : HONEY WELL INTERNATIONAL INDIA PVT LTD

Location : Gurgaon (Haryana)

Designation : HR Executive

Duration : June 2017 to Aug 2019

About Company : Honeywell’s presence in India dates all the way back to the 1930s, when the first UOP oil refining unit was commissioned in the country’s first refinery in Digboi in the northeastern state of Assam. Today, India is an integral part of Honeywell’s global growth strategy. Each of our businesses – Aerospace, Home & Building Technologies, Safety & Productivity Solutions, Performance Materials & Technologies – have well-established operations in India.

**Profile**

* + Taking care of all payroll related compliances.
  + **Preparation of Full &Final Settlement, exit formalities**
  + **Handling overall payroll activities, ensuring monthly pay checks**
  + **Leave Management, coordinating for Timely salary disbursement**
  + **Alignment with banks for account opening of new entrants**
  + **Liaison with govt. authorities, labour departments, District & local Officials.**
  + Handling all joining formalities & Exit formalities.
  + **Taking care of gratuity settlement & exit formalities**
  + Maintaining personal files.
  + **Taking care of AMC’s, Telecommunication** & Photocopy Maintenance.,. Housekeeping/Horticulture/Pest Control and minor repairs
  + Conducting various employee engagement programs like birthday celebration, in-house activities, celebration of festivals, Foundation Day celebration.
  + **Keep stock of office supplies and place orders when necessary**
  + **Taking care of all Travel arrangements, flight, taxi’s booking &** preparation of Bonus of all employees.
  + Searching for new vendors and maintaining cordial relations with them.
  + Looking after **Welfare facilities**. i.e. - **Canteen, Uniforms, First Aid box etc.**
  + Looking after Administration like Housekeeping, Security.
  + Responsible for all types of **challans (ESI&PF), returns** under various Acts.
  + Checking and verification of **contracts bill, Conveyance’s bill of staff & worker.**
  + **Alignment Role in Recruitment & Selection** of employees through multiple sources at various levels.
  + **Attendance maintenance**
  + Solving query of applicant, issuing Offer Letter to shortlisted candidate.



Work Experience

Organization : MM AQUA TECHNOLOGY PVT LTD. (FORMELY MUNTERS INDIA LTD)

Location : Gurgaon (Haryana)

Designation : Plant HR-admin Executive

Duration : MAY 2015.to May2017

About Company : MM Aqua Technology Ltd. is manufacturer of Plastic Products& Also Deals in Waste Water Treatment, supplies to various thermal Power companies.

**Profile**

* + Maintaining all **Statutory Records** under F. Act-1948, ESIC Act-1948, and EPF

Act-1952 etc.

* + **Searching potential candidates through Naukri portal.**
  + **Handling recruitment of Pan India (Permanent** as well as temporary staff).
  + Analyzing and planning the manpower ahead to cater the good people for our different units and departments, according to the organization.
  + **Create job descriptions, Select and interview candidates for all available positions.**
  + **Responsible for preliminary telephonic and personal interviews with candidates** to ascertain their competencies, skills and aspirations (positions, salary, designation...)
  + **Maintaining Recruitment Database** containing information relating to all the applicants, the day they attended the interview, status, remarks on their profiles etc
  + Responsible for reference checks, background & employment verification.
  + Salary negotiation & Salary Fixation of new employees.
  + Solving query of applicant, issuing Offer Letter to shortlisted candidate
  + Looking after **Welfare facilities**. i.e. - **Canteen, Uniforms, First Aid box etc.**
  + Looking after Administration like Housekeeping, Security.
  + Responsible for all types of **challans (ESI&PF), returns** under various Acts.
  + Checking and verification of **contracts bill, Conveyance’s bill of staff & worker.**
  + **Alignment Role in Recruitment & Selection** of employees through multiple sources at various levels.
  + **Attendance maintenance**
  + **Performance & appraisal of employees**
  + **Preparation of Full &Final Settlement, exit formalities**
  + **Handling overall payroll activities, ensuring monthly pay checks**
  + **Leave Management, coordinating for Timely salary disbursement**
  + **Alignment with banks for account opening of new entrants**
  + Induction of new entrants by introducing practices, policy and purpose of organization

Work Experience

Organization : ADI AUTOMOTIVES PVT LTD.

Location : Binola, Gurgaon (Haryana)

Designation : HR-Admin Executive -in Plant

Duration : NOV 2012 to April 2015.

About Company : ADI Automotive is an ISO /TS 16949:2002 certified company as dedicated ancillary to M/s Hero Motors Ltd. Company is manufacturer of foot rest. Adi Automotive also deals in Generators, Chairs, furniture etc

**Profile**

* + Verify vendor bills and coordinate with the accounts team for their timely payment
  + Looking after **Welfare facilities**. i.e. - **Canteen, Uniforms, First Aid box etc.**
  + Looking after Administration like Housekeeping, Security.
  + Checking and verification of **contracts bill, Conveyance’s bill of staff & worker.**
  + **Alignment Role In Recruitment & Selection** of employees through multiple source at various levels.
  + **Attendance maintenance**
  + Induction of new entrants by introducing practices, policy and purpose of organization. Office Administration, Facilities Management, Vendor management.
  + Scheduling and arranging meetings & conferences.
  + Printing and stationery like certificates/ identify Cards & visiting cards other Stationary arrangement
  + Processing all vendor bills.
  + Housekeeping management
  + Maintaining personal files.

Computer skills

* + - **Operating System**: Win (95/98/2000/ME/XP/VISTA, Win 7).
    - **MS Office:** (Word, Excel, Power-point).
    - **MS Outlook.**
    - **Software knowledge - Sofgen, Savior, Accent& Visual Pay,**

Strengths

* + - **Strong planning.**
    - **Good communication and presentation.**
    - **Confident and poised.**
    - **Self –Motivated.**
    - **Team Player**.

**Personal Profile**

Name **Narveer Rathi**

Father’s Name S**h .Charan Singh Rathi**

Date of birth **24 April 1991**

Sex **Male.**

Marital Status M**arried.**

Nationality **Indian**

***Declaration: -***

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

# (Narveer Rathi)