***Sanjay Sehgal***

**CAREER OBJECTIVE**

Having objective of doing more excel both position wise & work wise in the field of Administration & HR Management.

**AREA OF OPERATIONS**

•Travel desk (Train & Air bookings);

•Liaison work with Government Authorities;

•HR (EPF & EPS withdrawal);

•HR (EPS Certificate & Monthly Pension);

•HR (UAN-KYC Updation, Profile Updation, Modify Basic Detail);

•HR (Conduct interviews);

•HR (Appointment formalities);

•HR (Exit formalities);

•HR (Personnel files);

•HR (Leave record);

•HR (Group Insurance Scheme & Health Checkup);

•Administration (Vehicle booking);

•Administration (Maintenance of office equipments);

•Administration (Electrical, Civil, Carpentry & Painting work);

•Administration (Stationery);

•Administration (Horticulture & Pest Control);

•Administration (Property Tax, Municipal Corporation Gurugram);

•Administration (Trade Licence, Municipal Corporation Gurugram);

•Administration (Fire NOC, Municipal Corporation Gurugram);

**PROFESSIONAL EXPERIENCE**

* ***Rolta India Limited, Gurgaon***

***(Haryana)***

*05/05/2008 – 19/02/2021 (12 Years & 9 Months)*

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* ***Spanco Telesystems & Solutions Ltd.,***

***Gurgaon(Haryana)***

*09/07/07 – 18/01/08 (6 Months & 10 Days)*

**……………………………………………………………………………………………**

* ***Rolta India Ltd.,***

***Kailash Colony (New Delhi)***

*06/08/1999 – 30/06/2007 (7 Years & 10 Months)*

**……………………………………………………………………………………………**

* ***Innovative Tech Pack Ltd.,***

***Nehru Place (New Delhi)***

*10/03/1997 – 31/10/1998 (1 Year & 7 Months)*

**……………………………………………………………………………………………**

* ***Namo Siddhi Export,***

***Okhla (New Delhi)***

*01/01/1995 – 30/12/1996 (2 Years)*

**……………………………………………………………………………………………**

*Mobile No. 9818150979*

[*sanjayritu.sehgal@gmail.com*](mailto:sanjayritu.sehgal@gmail.com)

[*sanjay\_s04@yahoo.com*](mailto:sanjay_s04@yahoo.com)

*Date of Birth: 14/08/1972*

*Father’s Name: Sh. K.L. Sehgal*

*(Retd., IAF)*

*Marital Status: Married*

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***Education:***

***D.L.L & L.W*** *(1994) (60.40%)*

*University of Poona*

*Nasik, Maharastra*

***B.A (Special)*** *(1993) (63.66%)*

*University of Poona*

*Nasik, Maharastra*

***XII (A.I.S.S.C.E)****(1990)(58.66%)*

*C.B.S.E. (Nasik, Maharastra)*

***X (A.I.S.S.E)*** *(1988)*

*C.B.S.E. (Jodhpur, Rajasthan)*

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***Experience:***

***Total experience: 24.10 Years***

*(Administration & HR Divisions)*

***Relevant Experience: 20.8 Years***

*(Administration & HR Divisions)*

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***SKILLS:***

***Working knowl. of Computer***

*(Microsoft word & excel)*

***Languages known***

*(English, Hindi &Punjabi)*

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***Permanent Address:***

*Flat No. 14, JDM Apartments,*

*Plot No. 11, Sector – 5,*

*Dwarka, New Delhi – 110075*

***Correspondence Address:***

*Flat No. 760, 1st Floor,*

*DDA Pocket 2,*

*Akshardham Appartments,*

*Sector 19, Dwarka,*

*New Delhi 110075*

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***Senior Support Officer (Level 2) 05/05/2008 – 19/02/2021 (12 Years & 9 Months)***

***Rolta India Limited, Gurgaon (Haryana)***

***……………………………………………………………………………………………………………………………………………………***

*The Company is dealing in the Defense & Homeland Security, Government, Infrastructure and Security markets, worldwide. Rolta serves these markets by providing innovative solutions in Geospatial Information Systems (GIS), Defense & Homeland Security; Engineering & Design Services (EDS); and Enterprise Information & Communications Technology (EICT)*.

**Work Performance:**

•Liaison (includes documentation work) with Government body viz. Municipal Corporation Gurgaon (MCG) on account of a matter of property tax refund.

•Liaison (includes documentation work) with Government body viz. Employees' State Insurance Corporation (ESIC) on account of matters viz. members’ ESIC cards, & transfer of employees & employer’s contributions.

•Liaison (includes documentation work) with Government body viz. Labour Department (Haryana)on account of matters viz. registration of company & labour laws compliance inspection.

•Liaison (includes documentation work) with Government body viz. Petroleum and Explosives Safety Organisation (PESO)on account of issuance of Licence for the importation and storage of petroleum in an installation.

•Liaison (includes documentation work) with Government body viz. Fire Department (Haryana) (Asst. Divisional Fire Officer)on account of renewal of Fire NOC.

•On account of PF matter (EPFO) handle work of check /fill various claim forms viz. forms 19 (EPF) & 10 C (EPS)(Process papers for EPS certificate), 10 D (Process papers for Monthly Pension) & 31 (Advances).

•On account of (EPFO)UAN based member portal under PF matter handle works comprise update members’ KYC details, update profile, update nomination and process papers for correction of members’ names & other details.

•Handle travel desk works comprise air &train Bookings, process travel agent’s bills, prepare MIS Report on Railway Bookings & maintain railway booking register.

•Handle work of vehicle booking.

***Assistant Manager (Administration) 09/07/07 – 18/01/08 (6 Months & 10 Days)***

***Spanco Telesystems & Solutions Ltd., Gurgaon (Haryana)***

***……………………………………………………………………………………………………………………………………………………***

*Spanco dealt in the field of Information and Communication Technology (ICT) & focused primarily on Network and Systems Integration Solutions, Call Centres, Voice and Non Voice BPO, Offshore Software Development & Custom Application Development and Maintenance.*

**Work Performance:**

•Carried supervision of various administrative activities viz. electrical work, civil work, painting work, plumbing work, carpentry work, pest control work, horticulture work & housekeeping work happened in-house at the office premises comprised release of work order & purchase order & observe execution of work & clear bills related to above.

***Associate Officer (Pers. & Admn.)******06/08/1999 – 30/06/2007 (7 Years & 10 Months)***

***Rolta India Ltd., Kailash Colony (New Delhi)***

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*This Company serves the Defence, Engineering & Piping design sectors by its innovative GIS, PDA & MDA Solutions.*

**Work Performance:**

•Handled recruitment process comprised call up candidates for interviews, send interviews letters & conduct tests.

•Handled appointment formalities comprised checking of requisite papers (*viz. Employment form, PF nomination form, ESIC declaration form, Gratuity nomination form & Group insurance beneficiary form*) and along the same ensure attachment of education papers (10th & 12th classes certificates, Graduate & Postgraduate Degrees certificates & other certifications) and work experience papers (experience & relieving letters & appreciation letters).

•Handled exit (resignation) formalities comprised ensure duly filled approval of resignation form, clearance form & gratuity form, and checking of attendance & leave record.

•Liaison with *Employees' State Insurance Corporation (ESIC)* on account of various matters viz. members’ ESIC cards, submission of ESIC return & submission of declaration form.

•Handled (EPFO) PF matter comprised checking of withdrawal forms viz. form 19 (EPF) & form 10 C (EPS).

•Handled appraisal comprised preparation of leave record & late comings record.

•Handled leave matter comprised processing of leave applications, processing of leave encashment requests & maintenance of leave register.

•Handled maintenance of attendance & compensatory off registers.

•Prepared monthly statements on leave & loss of pay.

•Handled maintenance of personnel dossiers comprised ensure attachment of requisite documents viz. Joining report, employment form, offer letter, appointment letter, confirmation letter, appraisal letter, PF & ESI nomination forms, gratuity nomination form, group insurance beneficiary form, educational papers, employment papers, resignation papers etc.

•Handled mediclaim reimbursement work comprised checked /filled mediclaim form & ensured attachment of requisite papers viz. discharge summary, test reports, prescriptions, hospital bill, pharmacy bills, payment receipts etc.

•Handled travel desk works comprised air & train Bookings, processed travel agent’s bills, prepared MIS Report on Railway Bookings & maintained railway booking register.

•Handled work of vehicle booking.

•Handled stationery works comprised arrangement & distribution of table & printed stationeries, prepared /issued indents of stationery items, updated stock register and processed stationery bills.

***Admin Officer******10/03/1997 – 31/10/1998 (1 Years & 7 Months)***

***Innovative Tech Pack Ltd., Nehru Place (New Delhi)***

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*This Company was in the business of manufacturing and marketing of PET plastic.*

**Work Performance:**

•Handled repair /maintenance comprised annual maintenance contracts (AMCs) of office equipments viz. photo copier, air conditioner, fax machine, EPBX, water purifier etc.

•Handled insurances renewals of vehicle, office goods, building, plant, machinery etc.

•Handled travel desk works comprised air & train Bookings & processed travel agent’s bills.

•Handled transport work comprised booking of vehicle & processed transporters’ bills.

•Handled mail service comprised ensured proper distribution of mailers, faxes & couriers.

•Handled various functions viz. prepared /released work orders for pest control, electrical work, painting work & civil work; prepared /placed indent for table & printed stationeries; handled distribution of table stationery & updated stock register.

•Handled liaison work with M.T.N.L comprised connection / disconnection of Telephone Lines, shifting of telephone numbers, payment of telephone bills, non receipt of telephone bills etc.

***Admn. & Prs. Officer******01/01/1995 – 30/12/1996 (2 Years)***

***Namo Siddhi Export, Okhla (New Delhi)***

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**Work Performance:**

•Handled policies formation viz. travel policy, leave policy & dearness allowance policy.

•Handled stationery work comprised arrangement & distribution of table stationery, prepared /issued indents of stationery items, updated stock register and processed stationery bills.

•Handled maintenance of attendance & leave registers.

•Handled maintenance of personnel folders comprised ensure enclosure of requisite documents viz. Joining report, employment form, offer letter, appointment letter, confirmation letter, appraisal letter, PF & ESI nomination forms, educational papers, employment papers, resignation papers etc.

* **Career Growth Matrix:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Company*** | ***DOJ*** | ***LWD*** | ***Exp.*** | ***Nature of work*** | ***Promotions*** |
| ***Namo Siddhi Exports,***  ***New Delhi*** | ***01-01-1995*** | ***30-12-1996*** | ***2 Years*** | ***Personnel & Admin.*** | ***Admn. & Prs. Officer*** |
| ***Innovative Teck Pack Ltd.,***  ***New Delhi*** | ***10-03-1997*** | ***31-10-1998*** | ***1.7 Yrs.*** | ***Admin.*** | ***Admn. Officer*** |
| ***Rolta India Ltd.,***  ***New Delhi*** | ***06-08-1999*** | ***30-06-2007*** | ***7.10 Yrs.*** | ***Personnel & Admin.*** | ***Assistant (Admin.);***  ***..................................***  ***Associate Officer (P&A)*** |
| ***Spanco Telesystems & Solutions Ltd.,***  ***Gurugaon, Haryana*** | ***09-07-2007*** | ***18-01-2008*** | ***0.6 Yrs.*** | ***Admin.*** | ***Asst. Mgr. (Admin.)*** |
| ***Rolta India Ltd.,***  ***Gurugaon, Haryana*** | ***05-05-2008*** | ***19-02-2021*** | **12.9 Yrs.** | ***Personnel & Admin.*** | ***Officer (L1) (P&A);***  ***..................................***  ***Officer (L2) (P&A);***  ***..................................***  ***Sr. Support Officer (L1);***  ***..................................***  ***Sr. Support Officer (L2)*** |

***Sanjay Sehgal***