## CURRICULUM VITAE

[Raoshab9466838285@gmail.com](mailto:Raoshab9466838285@gmail.com)

VPO- Ratta Kalan, Tehsil- Ateli Mandi

Distt. – Mohinder Garh

Haryana- 123021

Contact No.- +919466838285

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| **Personal Details** |

Name : ANIL KUMAR

Father’s Name : SH. SHER SINGH

Date of Birth : 15 April, 1988

Nationality : Indian

Sex : Male

Marital Status : Married

Current CTC : 28,000/-

Expected Salary : 30,000/-

Notice Period : Immediately

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| career objective |
| I am looking to progress into HR MANAGEMENT within the Best sector. I am therefore keen to find a new and suitably challenging role within a market-leading organisation. |

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| Strengths |
| * Capacity for hard work. * Effective participation in teamwork. * Committed team player with flexible approach towards work. * Good communication and interpersonal skills. |

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| **professional qualification** | | | |
| **S. No** | **Institute** | **Degree** | **Year** |
| 1 | JAIN VISHWA BHARTI UNIVERSITY, LADNUN, Rajasthan | M.S.W (HR Management) | 2008-10 |
| 2 | GOVT PG COLLEGE, NARNAUL, HARYANA  (MDU ROHTAK UNIVERSITY) | BA (ART) | 2004-07 |

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| **academic qualification** | | | | |
| **S. No** | **College** | **Degree** | **Year** |
| 1 | * Ram U ASD SR. SEC. SCHOOL, NARNAUL, * (BSEH, BHIWANI) | 12th | 2004 |
| 2 | * GOVT HIGH SCHOOL, RATTA KALAN   (BSEH, BHIWANI) | 10th | 2002 |

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| computer knowledge |
| * Basic fundamentals of computer, Ms Excel, Internet, Browser User, E-Mail |

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| Worked experience |
| * Worked in **KUMI SUPREME INDIA PRIVATE,** as a HR/ADMIN Officer (**02st April,2018** to **Mar.,2020**) (A plastic injection molding manufacture automobile company)   **Job Description: - HR/ADMIN EXECUTIVE**   * New Employee complete joining formalities. * Put their master in savior and punching of them. * Conducting Interview processing, Induction with all departments. * Attendance management (Staff/OP, Contractual manpower and security staff) in Bio-metric and manually in excel sheet. * Miss punch comes out from savior machine, cross check miss punch in attendance register.   Manually update their miss punch daily.   * Preparing Payroll input and Preparing also in Excel sheet. * Make new joining and left employee details. * Manpower handling and Updated manpower Report daily and cross check by manually. * Maintaining personal records, files of the employees & Employee Data Base. * Preparing Enrollment process and opening of Bank Salary account. * Grievance handling with the help of HR help desk. * Bonus sheet and gratuity sheet prepare and transfer their account. * Daily sale v/s salary report and manpower, ot report and balancing on its. * Recruitment with the help of social site/group, LinkedIn, HR circles and agencies. * Coordinates with the Medical Health Checkup for Fit to join duty Status. * Maintain the canteen, lunch area, first aid box, admin block, Toilets staff & workers, shop floor, notice board etc. * Conducting Exit Interview and processing. * Shoes, Dress, T-shirt Measurement and festivals, occasion sweets distribution. * Gate Pass, Vehicle requiting form, OD , Full and final, Exit interview etc. |

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| Worked experience |
| **Statutory Compliance:**   * **(Provident Fund)**-Enrolment of new joined employees in Provident Fund portal. * KYC updating of employees whose KYC is not complete on PF portal. * Monthly contribution submission before the last date of submission of all those employees who have enrolled in PF portal. * PF withdrawal process for existing or left employees. * Mark leaving date of left employees. * **(Employees State Insurance)**-Enrolment of new joiners in ESI portal who are covered under ESI * updating of their family member’s details to whom the employee wants to get covered under ESI. * updating of dispensary/ hospital near by the employee with the consultation of concerned employee. * Resolving the queries related to medical treatment/claim of employee. * Monthly contribution submission before the last date of submission of all those employees who have covered under ESI. * ESIC/EPFO Challan preparation and make payment also. * Worked **SEL TEXTILES Ltd.** As a HR /ADMIN Officer- (**01th Feb. 2012** to **28th July 2015) (A Textile Company)**   **Job Description: - HR/ADMIN Officer**   * New Joining formalities. * Conducting Interview processing, Induction with all departments. * Attendance management (Staff, Contractual manpower and security staff) in Bio-metric and manually in excel sheet. * Miss punch comes out from savior machine, cross check miss punch in attendance register, manually update their miss punch daily. * Handling employees Grievances related to PF, ESIC. * Handling all statutory Compliances related to PF withdrawal, online transfer, online UAN process, ESIC online update, new enrollment, transfer cases, ESIC Challan. * Training & Development identify training need employee prepare documents. * Maintain the canteen, lunch area, first aid box, admin block, Toilets staff & workers, shop floor, notice board etc. * Gate Pass, Vehicle requiting form, OD etc. |

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| interests & hobbies |
| * Listen to music * Playing Cricket |

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| **language known** |
| * English and Hindi |

**Declaration:** I hereby declare that the information mentioned in this resume is true to the best of

my knowledge.

Date

Place

(**ANIL KUMAR)**