## CURRICULUM VITAE

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

my knowledge.

Date

Place

 (**ANIL KUMAR)**