**Resume**

Joginder Pal

#B-14, 10/498, Parlad Nagar,

Near Water Tank, Hoshiarpur,

Punjab-146001

Phone 01882231077

Mobile No. 9872031077

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**Objective**

A Carrier oriented position in Personnel and administration.

**Experience:**

Total 22 years experience out of which 16 years experience in the field of Pers. & Admin. In

Chemical process Industry JCT Limited, Hoshiarpur as officer (Per. & Admin.) For last 6 years working as heads admin with Chinar Forge Ltd, Jalandhar a reputed export Unit and sister

Concern of Shital Groups and currently working with them.

**Job Responsibilities**

* Managing all administrative activities viz. facilities planning (Housekeeping, cafeteria, guest house) and Transportation.
* Dealing with all court case as Negotiable Instrument Act, Recovery suit and other civil and criminal case.
* Instrumental in setting up the employees’ social club.
* Involved at various stages of approval of new projects including site selection, approval from various government departments (NOCs, Environment certificates, electricity connections, town planning obligations) execution of contract, regular maintenance and upkeep
* Total **Administration** of the Office.
* Meet and greet Clients and Visitors
* Maintaining compliance and safety activities of organization. The compliance includes third party audits and maintaining existing certificates for ISO , OHSAS and SA .
* Booking of Rail/Air Tickets. Ensuring cost effective travel arrangements for Staff & Directs to ensure savings under Group procurement plans.
* Interaction with ministry of foreign affairs, Organize visa & stamping for overseas travel of management and staff.
* Monitoring proper distribution of salary & wages and over time attendance leave absenteeism manpower, **administration**, expenses supervision of all time office functions etc.
* Review of archiving of files/information on a half yearly basis.
* Project professional image at all times when dealing on behalf of company, and acting as liaison between customers and administration.
* Ensuring department logistics are up to date, independently liaising with internal/external customers to ensure team effectiveness.
* Keep up to date with changes in company, personnel, process and any other relevant information.
* Effective planning and organization of Directors diary / schedule.

Personal Data

* **Name** : Joginder Pal
* **Father Name** : Sh. D.C. Walia
* **Nationality** : Indian
* **D.O.B** : 7th Nov. 1970
* **Marital Status**  : Married
* **Email**  : joginder70@gmail.com
* **Education Background** : Bachelor of commerce from Punjab University in

1992 with 51%

* **Key Skill** : Activity to implement the standards related to the

Personal & Administrator Department.

* **Computer Proficiency** : Basic computer knowledge MS office, Word, Excel, Power-Point and also worked to SAP.

**Last Salary Draw** :27500/- + Employer contribution to

PF, Mobile Exp, Local conveyance and bonus as per Govt. rules.

**Salary Expectation** : Negotiable

(Joginder Pal)