

# RESUME

**ASHISH KUMAR SRIVASTAV**

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**Correspondence Address:**

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Pin-208025

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## Objective

To be an associate within a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends.

## Professional Experience:

- 1) From Dec-2019 to till now working as a Assistant HR-Executive with M/s SCC INFRASTRUCTURE PVT.LD, AHMEDABAD. At OPAL site Dahej (Bharuch) Gujarat.
- 2) From 2018 to Nov-2019 working as a Accountant cum HR in Mechanical Department with M/s BALAJI ENGINEERING at Shree Cement Ltd PATAS, PUNE (M.H)
- 3) From 2015 to 2018 working as a Accountant cum HR in Mechanical Department with M/s J C Construction Co at Shree Cement Ltd Bulandshahr (U.P) & Panipat (H.R).
- 4) From 2014 to 2015 working as a Accountant cum HR in Mechanical Department with M/s Shiv Shakti Engineering at Shree Cement Ltd, Rajasthan.
- 5) From 2013 & 2014 working as a Admin Assistant at M/s Ayoki Cembol Erectors Pvt Ltd Nigri site in J.P Super Thermal Power Plant, Singrauli Madhya Pradesh.
- 6) From 2007 & 2013 working as a Admin Assistant at RAMA MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER in Mandhana (Kanpur Nagar)
- 7) From 1997 & 2007 working as a Admin Assistant at APOORVA CLINIC & RESEARCH CENTER CIVIL LINE KANPUR NAGAR .

## Job Responsibilities

- Handling the team and assign the task on daily basis.
- To arrange the manpower as per site requirement.
- To arrange the transportation and hotel booking for visitor.
- Arrange the caches for workers.
- To adhere the timeline to close the task assigned by client.
- Manage payroll for Workers.

- Prepare the monthly Invoice and follow-up with Client for payment.
- Collecting the Attendance from the Biometric device and prepare the attendance.
- Prepare the monthly pay sheet and disburse the payment.
- Responsible for Full & Final settlement.
- Preparation of MIS report and share it to with Client P&A department.
- Prepares reports by compiling summaries of Attendance, earnings, deductions & leave.
- Maintains workers confidence and protects payroll operations by keeping information confidential.

### Academic Details

- B.A from Kanpur University in 2003
- 10+2 Hiralal Khana Inter collage U.P Board in 1991.
- 10<sup>th</sup> Ramlalla Uchttar Madhmik Vidyalay U.P Board in 1989.

### Personal Profile:

Father's Name	-	Mr. K.S Srivastav
Date of Birth	-	05-01-1975
Marital Status	-	Married
Gender	-	Male
Nationality	-	Indian
Religion	-	Hindu
Language Known	-	Hindi & English
Interests and Hobbies:	-	Listening to Music/ Reading Books
Temporary Address	-	114/8C, Rajeev Nagar Vinayakpur, Kanpur – 208025

### Competencies:

- Ability to handle a Team.
- Organized and well structured at work.
- Honest, Sincere with a high level of Integrity.

### Declaration:

I hereby declare that all information furnished above is true to the best of my knowledge.

(Ashish Kumar Srivastava)

Date

27-08-2020