

# **CURRICULUM VITAE**

**NAME : SANDEEP KUMAR**  
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**Contact : + 91 7419137946**

## **CAREER OBJECTIVE**

To be a part of result oriented self Innovative professionally groomed and updated team through the implementation of HR System & processes which provides a chance to prove myself and a challenging ,innovative work culture that strive to be best employer.

## **ACADEMIC QUALIFICATION**

MBA(HRM) From **GJUST Hisar 2017** (52.28% )  
Bsc.From **MDU Rohtak** Aug. to **June 2015** (57.27%)

## **IT CREDENTIALS :-**

- ❖ Operating Systems : MS Dos, MS-Windows,
- ❖ Packages : MS - Office (Excel, Word)
- ❖ Power Point
- ❖ Internet, Ms-outlook

## **PROFESSIONAL CREDENTIALS :-**

- ❖ Recruitment :Labour Welfare
- ❖ Payroll Mangment : Payroll Processing
- ❖ Mastor Roll : Industrial Relation
- ❖ Compliance : Compensation

## **EXPERIENCE**

**02 Year** of experience in **Urotek Industries Ghiloth Tesh. Neemrana Alwar Rajasthan301704** ,Designation **Hr & Admin Exceutive**. Till **Sept. 2018** to Onward .

## **JOB PROFILE:-**

- **Personnel Mgt. Function**
- ❖ Looking After & Maintaining all sort of registers related to time keeping and pay roll like muster roll, leave and wages, O.T,Fine etc.
- ❖ Looking after all contractual worker Record.
- ❖ Record Keeping of pay roll and time keeping in excel format.

- ❖ Making Personal file of all Employees & Full & Final settlement.
- ❖ Checking Monthly Bill of all contractors.
- ❖ Provide manpower in all Department with concerned head.
- ❖ **Welfare And General Administration**
- ❖ Properly maintain function of canteen, rest room, first aid etc.
- ❖ Making arrangement for in expensive and nourishing food in canteen.
- ❖ To undertake all wefare amenties, safety measures, health, medical,first aid ,canreen etc.

### **PERSONAL DETAILS:-**

<b>NAME: -</b>	<b>SANDEEP KUMAR</b>
<b>FATHER'S NAME: -</b>	<b>OMPRAKASH</b>
<b>DATE OF BIRTH: -</b>	<b>16.12.1994</b>
<b>MARTIAL STATUS: -</b>	<b>MARRIED</b>
<b>NATIONALITY: -</b>	<b>INDIAN</b>
<b>LANGUAGE KNOWN: -</b>	<b>HINDI, ENGLISH</b>

### **PERMANENT ADDRESS:-**

<b>VILLAGE: -</b>	<b>NANGAL JAMAL PUR</b>
<b>POST OFF: -</b>	<b>NANGAL JAMAL PUR</b>
<b>DISTRICT: -</b>	<b>REWARI</b>
<b>STATE: -</b>	<b>HARYANA</b>
<b>PIN CODE: -</b>	<b>123102</b>
<b>MOB.NO:-</b>	<b>+91 7419137946</b>

### **DECLARATION:**

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

**Date**

**Place**

**(Sandeep Kumar)**