***CURRICULUM VITAE***

***ROHIT KUMAR* Address:**

H.No.–14/91,

Sutyana Habibpur

G.Noida

**Ph.No.:** 9871936416

**E-mail ID–needrohit94@gmail.com**

# CAREER OBJECTIVE

➢ Seeking a challenging position in a reputed organization with the opportunity to use my academic and practical skills and contribute positively to the professional development of the organization.

# EDUCATIONAL QUALIFICATION

➢ Intermediate passed from U.P. Board, Allahabad in 2015. ➢ High School passed from U.P. Board, Allahabad in 2007.

# COMPUTER SKILLS

* Webpay, HR & Payroll Solution.
* Ms Word
* Ms Excel
* Power Point
* Internet

# EXPERIENCE

➢ Presently working with C & S Electric Ltd, Plot No. 63, NSEZ, Phase-2 Noida as a Office ➢ Assistant(Since 03st Dec 2010 to till date).

**Role &Responsibility**

* Ensuring joining formalities of new candidates, issuing LOI and Appointment letters.
* Planning Induction and Orientation programs for new employees and effectively communicate company’s Human Resources policies and Procedures to staff and workers.
* Attendance Management.
* Leave Management.
* Responsible for Payroll Administration, Full & Final settlement of Staff & Worker, Exit Survey.
* Ensuring compliance with statutory provisions of E.S.I Act And P.F Act, Bonus Act.
* Responsible for liaison with various govt. departments like P.F., E.S.I.
* Annual Performance Management System (PMS), Salary increment, promotions.
* Training Need Identification, Preparation of Annual Training Calendar, coordinating In-house training activities & arrangements of training for employees, Develop & execute effective training plans, Analyzing post training behavior & areas of Improvement.
* Audit (ISO, Salary Audit**).**

# Organization brief:-

 **Control & Switchgear Electric ltd, Noida** C&S Electric Ltd. is amongst the leading suppliers of electrical equipment in India and is *India’s largest exporter of industrial switchgear*. Its wide range of electrical and electronic products find application in power generation, distribution, control, protection and final consumption. C&S Electric is amongst the top 4 players in the LV switchgear business & the market leader in the Power Busbar Business. In addition the company also has product offerings for MV switchgear, Energy Efficient Lighting solutions and Diesel Generating Sets. C&S Electric along with Solar EPC business, also has an electrical contracting business which performs turnkey solutions for industrial and commercial electrification, substations and power plants. C&S Electric was also the 2nd company in India to design and execute a grid connected solar PV power plant in India.

# PERSONAL STRENGTH

* Able to Achieve the Target.
* Positive Approach to Problem Solving & Decision Making.
* Good Communication Skills.
* Honest and Hard Working.

# HOBBIES

* Web Surfing.
* Playing Cricket.
* Reading News Paper.

# PERSONAL DETAILS

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| --- | --- | --- |
| Father’s Name  | :  | Baba Din.  |
| Date of Birth  | :  | 01th Jan’1990  |
| Marital Status  | :  | Married.  |
| Nationality  | :  | Indian.  |
| Gender  | :  | Male.  |
| Language Known   **Date:**  | :  | Hindi & English.  |
| **Place:**  |  |  **( ROHIT KUMAR )**  |