**RESUME**

**Sanjeev kumar**

Shri Darshan Kumar

WZ - 196 Dasghara Near Pusa,

New Delhi : 110012

Contact No. : 9560646301

Email id : Sunny.sohliya@gmail.com

**Objective**

Soar high in the sky with knowledge and experience grooming my carrier and future with your highly esteemed company.

**Professional Qualifications**

**Currently Working In Sakarni Plaster India Pvt. Ltd. As HR-Assistant(From Sept 2018 To 30th Sept 2019)**

Roles & Responsibilites:

Employee Reference Check

* Recrutiment Process – Interview Scheduling, Taking Interviews & Reference Check

Appointment Letter Formation

Daily Sales Report through Organisation Software

Handling & Maintaining HRMS Payroll Software

* FCA Data Updation
* FCA New Employee Registration
* FCA Salary Updation
* FCA Leave Updation
* FCA Maintenance

Handling Statutory Compliances

* PF Registration
* PF Exit Formalities
* ESIC Registration(ESIC Employee Registration; ESIC Nominee Registration)
* ESIC Activation(ESIC 6-Month Renewal)
* ESIC Exit Formalities(ESIC Entry & Exit Date Updation in Portal)
* Challan Formation(ECR & ESIC Challan Generation)

Attendance & Leave Management(Bio-Metric Attendance)

Salary Slip Formation

Employee Documentation(New Joinees Documentation As Per Compliances)

Muster Roll Maintenance

Petty Cash Handling(Cash Voucher Issuance)

Employee Database(Hard Copies Systematic Order)

Expense Verification From Vendors If Needed

**Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Institute/School** | **Board/university** | **Year** |
| MBA  | SMU | SMU | 2018 |
| BBA | SMU | SMU | 2013 |
| XIIth  | D.A.V School | C.B.S.E | 2010 |
| Xth | Bapu Adarsh Vidyalya School | C.B.S.E | 2008 |

**Additional Qualifications**

HR Generalist Practical Training from ASAHR management-April-2018

|  |  |  |
| --- | --- | --- |
| **Statutory compliance** | **Core HR and Payroll**  | **Labour Laws** |
| * EPF, ESI, Bonus, Gratuity.
* Employer and Employee applicability and eligibility.
* Employer and Employee contribution in ESI and EPF.
* Employer contribution in Bonus and Gratuity.
* Bonus and Gratuity calculation and payment.
* Forms for ESI, EPF, Bonus and Gratuity.
* EPF and ESI online process.
 | * Designing salary breakup.
* CTC, Gross and take home calculation.
* Calculation of Income Tax, TDS.
* Maintain Employer database.
* Recruitment, Joining and Exit Formalities.
* Training and Development.
* Performance Management System.
* Employee Engagement and Employee Relations.
* Attendance and Leave Management.
 | * Factories Act, Shop and commercial Establishment Act, Minimum wages Act, Payment of wages Act, Employee compensation Act, Maternity Benefit Act.
* Employer and Employee Applicability and Eligibility.
* Obligation of Employer/HR.
* Important Registers and Forms to be maintained.
* Provisions for Employees.
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**Personal Details**

Date of Birth   :   15th july 1991

Martial Status  :  Unmarried

Sex      : male

Language     : Hindi & English

Nationality     : Indian

Hobbies     : Playing and watching cricket

Date……………

Place: New Delhi        **Sanjeev kumar**