

## EDUCATION

- BBA from IITM collage – Murthal, Sonapat, Haryana
- Kendriya vidyalaya -  
Intermediate- 80 %  
High school- 82%

**Sanjeev Kumar**

## WORK EXPERIENCE

### PROFILE

Dedicated and knowledgeable professional.

### CONTACT



+91 7496843803



[ss3208173@gmail.com](mailto:ss3208173@gmail.com)

### ADDRESS

Chuaan Joshi, Bahalgarh  
Sonipat , Haryana -  
131021

- Administration Executive - Dusky Stallion Education and Training Services - 1 YR
- HR & Admin Executive – Star Rice Land Pvt. Ltd.- 1 YR and currently Working
- Total Experience – 2 YRS
- Rob Responsibilities:-
  1. Responsible for attendance and salary Processing on the payroll software.
  2. Also process Over time for the plant labour.
  3. Register employee in Schemes like ESI & PF.
  4. Interviews of employees
  5. On Boarding of employees
  6. Make CTC and salary Break Ups.
  7. Bill Provisions
  8. Chalan Generation.
  9. Audit Document Maintainance.
  10. Other Aministration Tasks.

## PERSONAL DETAILS

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- **GENDER:** Male
- **FATHER'S NAME:** Jitender Singh
- **MOTHER'S NAME:** Pinky Devi
- **NATIONALITY:** INDIAN

DOB - 11 December 2002

## ACHIEVEMENTS

- As an HR Executive Drafted A policy regarding overtime calculation of Labour.
- Helped in Formation of Company Welfare Fund Committee
- Others:
  - Having Hobbies of Reading Books, Novels, and Stories etc.
  - Like to listen and sing music.

## STRENGTHS

- Strong Communication Skills.
- High Level Of Confidentiality.
- Time management ability/Flexible.
- Organisational Skills

## LANGUAGE PROFICIENCY

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- English
- Hindi
- Native  
(Haryanvi)

## TECHNICAL SKILLS

- MS Excel
- MS PowerPoint
- Comfortable with Payroll Software
- ESI & PF Web Sites
- Salary Sheets
- Policy Drafting
- CTC & Salary Breakup
- Employee On Boarding
- Comfortable with Drive

## DECLARATION

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