

Sanjeev Kumar

PROFILE

Dedicated and knowledgeable professional.

CONTACT



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ss3208173@gmail.com

ADDRESS

Chuaan Joshi, Bahalgarh
Sonipat , Haryana -
131021

EDUCATION

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

WORK EXPERIENCE

- 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

- **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

- 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.