**First Name of Application CV No 1650024**

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# PERSONAL PARTICULARS

DATE OF BIRTH : 30TH JANUARY, 1993

LINGUISTIC ABILITIES : ENGLISH & HINDI

HOBBIES : TRAVELING

## CAREER OBJECTIVE

Practices for the growth of the organization in competitive global market and aspire to make a career in ADMIN & HR as a manager level, where i can cope up with challenging tasks with innovative ideas.

## EDUCATIONAL QUALIFICATIONS

|  |  |
| --- | --- |
| NAME OF THE EXAMINATION | SCHOOL/BOARD |
| 10TH | POLICE MODERN SCHOOL, C.B.SE BOARD |
| 12TH | POLICE MODERN SCHOOL, C.B.SE BOARD |
| GRADUATE (B.COM) | SHOBHIT UNIVERSITY, MEERUT (2014) |

## CURRENT & PAST EMPLOYER

* GL Management Services Pvt. Ltd. as Admin & HR Executive from 5-July-12 to till date

## ADMIN RESPONSIBILITIES & AUTHORITIES ARE AS FOLLOWS:-

* Respond to inquiries
* Telephone, electricity, office stationary (New Connection - Vodafone)
* Regular supervision on housekeeping
* Maintaining all official records
* Check & reply all e-mails on daily basis, in order to make sure no mail remain non- responded by the end of the business day
* Maintain relation with clients by taking client feedback once in a week
* Look for response of same and coordinate for action with concerned department
* Any other responsibility in office as assigned by superiors
* Manage the repair and maintenance of computer and office equipment
* Dispatch & keeping the records updated
* Complete printings of letterheads & business cards
* Access cards coordination with HO & employees
* Coordinating with the facility providers/vendors
* Corporate new connection for the employees (Vodafone & Airtel)
* Comparing the quotations from vendors, recommending best supplier/vendor after negotiations and sending to Directors for approval
* Axis bank r & m quotation note down from site MST on telephone & noted quote send to axis bank clients as repair & maintenance work needed in branch.
* Daily update with site supervisor and send it to HR Manager & to DGM.
* Received supervisor & MST weekly report to be feed in excel file

## HR RESPONSIBILITIES & AUTHORITIES ARE AS FOLLOWS:-

* Check and verify all joining documents, statutory forms etc
* Facilitate and help the new joiners with the joining formalities
* Document enter in visual pay software
* Preparing various letters like offer letter, appointment letter, confirmation letter
* Track the daily attendance of the Head Office & Ops team employees
* Online Generation of ESIC Number of New Joiner
* Handling, Queries, Grievances of Employees, trying to solve issues
* Processing monthly attendance muster for Staff working on Sites
* Generating monthly ESIC & PF Challan
* Rate Revision of employees on Visual Pay Software (As per minimum wages & If rate revised from Client end)
* Preparation of full and final settlement
* Generating Relieving, Experience Letters and salary certificates.

## COMPUTER KNOWLEDGE

* M.s-office (ms word & outlook)
* Having knowledge of internet.

## PERSONAL STRENGTH

Over the years an excellent platform to train myself to handle complex and formidable tasks single handedly with the latest knowledge through various on job and has nurtured a positive attitude in my approach towards work during sever pressure and stress conditions. The vast and rich experience in the field has enabled me to adapt new and challenging roles with relative ease. A relentless die-hard approach in achieving self as well as organizational established goals and an extreme sense of devotion to duty and loyalty to the organization has been my hallmark of my carrier. Excellent communication and presentation skills. Pleasing and presentable personality. Good planner with a high level of energy and initiative. Result oriented individual. Willing to travel pan india for work and imparting training to team. Excellent team management skills. Good motivator & people manager.