

Contact HR Consultant for CV No: 340656

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Objective:** To utilize my knowledge and skills in the areas of Human Resource Development to achieve the organizational goal and face dynamic environments of man management.

**Personal Strength:** Communication Skills, Confident & Positive Attitude, Believe in hard work integrated with smart work.

**Education Qualification:**

* **MBA** in **HR & Marketing** with 67% from Kerala University in the year 2014.
* **Bachelor Degree** in hotel management with 72.5% from Nagpur University in the year 2011.
* H.S.S.C Passed from CBSE Board in 2007.
* SSC Passed from CBSE Board in 2005.

**Computer Skills**

* MS Office and Internet Applications

**Competency**

* **HR Generalist :** Taking Care of Joining formalities of the Employees , Co-ordination with the new jonnies of the internal employee ,Issuing the Offer Letter and explain the salary details , Employee Relationship , Handling Exit Interview ,PMS System of the Employee & Processing Employee PF, ESI, Mediclaim & Other Employment Registration forms.
* **Payroll:** Taking Care of Complete Staff Data Base, Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings, etc. Taking Care of routine Tax planning Co-ordination for the Employees. Monitoring Relieving Procedures and Settlements & General administration-related work and Employee Co-ordination & Marinating the Contract Employees details.

**Work Experience**

1. **Worked as a Senior Executive (HR) in Client relation (CR) at TeamLease Services Ltd. at Bangalore from Aug 2015 to Sept 2016**

**Job Responsibilities:**

* Handling client issues regarding Payroll, Employee queries regarding Salary issues, deduction, TDS, Income Tax ,PF and EPS, insurance, Statutory Compliance, Employees State Insurance, Bonus , Offer letter, Attendance Input and Invoice Issues etc
1. **Worked as a Guest Service Associate (GSA) in QULION BEACH HOTEL for 8 Months.**

**Personal Data**

Date of Birth : 8 Jun 1989

Sex : Male

Nationality : Indian

Height : 5.3”

Marital Status: Single

Visa Status: Visiting visa

**Languages Known**: Hindi, Marathi, English, and Malayalam

**Hobbies**

Cricket, football, cooking

Surfing Internet

**Declaration: I Hereby declare that the above – furnished details are true with Proven records.**

**Place: Dubai**

**Date:**