## To,

## The HR Manager.

Sir,

I am extremely pleased to submit my resume expressing interest of employment in your

Esteemed organization. I assume that I can contribute significantly in the working

Operations of your company with my 5.2 years of experience in HR &Admin. I am sure that I can fulfill your requirements.

My academics and certifications are Diploma in Business Administrator, SSLC, Basic Graphic Designing and Cisco Hardware & Networking Certificate

Here I attached my profile for your reference.

I am looking forward your reply with an appointment for the interview.

**Yours Truly**

**Bhim**



**CURICULUM-VITE**

**Bhim**

**E-Mail**: bhim.35108@2freemail.com

**OBJECTIVE**

Looking forward to be with an organization that provides a challenging environment, enhances my learning curve and offers opportunities for career growth

**SYNOPSIS**

* A result oriented professional with**5.2years**of experience in the area of designing and developing frameworks for various processes of the Administration &Human Resource function.
* **Employed withETA Star Engineering & Contracting WLL, Doha - Qatar since February 2013,** currentlyAssistant– H.R & Admin
* **Key Deliverables**
* HrPayroll officer
* And Time Administration

**ORGINATIONAL CHRONICLE**

Working as**Assistant HR & Admin** in **ETA Star Engineering & Contracting WLL, Doha - Qatar since February 2013**

* Grievance handling of workers and staff regarding their salaries, incentives, over time.
* Maintaining the Attendance and leave records of the employees
* End User of Excel and company system to record all employee related data.
* Responding to the queries /status by the candidates
* Manage the filing, storage and security of documents
* Manage worker grievances in site offices.
* Supervise customer attendance system in all site
* Responsible for the implementation and ongoing maintenance of all office policies and procedures.
* Handling the HR Welfare Activities.
* Making PED calculations of workers.
* Supervision of Time Keepers in different site.
* Preparing site &department wise organization chart.

Worked as **Field Technician inM/s Auirigon Computes System Mumbai from April 2009 to November 2012**

**COMPUTER PROFICIENCY**

* MS Office (EXPERT)
* Excel-V Lookup,H Lookup,CountIF,Hyperlink, Access, Pivot Table etc
* Internet & E-mail operations.
* Work experience in MS Outlook

**TECHNICAL PROFICIENCY**

Basic Graphic Designing = Slash Computer education, Lagankhel, Lalitpur, Nepal.

Cisco Hardware & Networking Certificate = Cisco Network Academy.

**EDUCATIONAL QUALIFICATIONS**

- Diploma in Business Administration

- S.L.C from the Board of Public Examination Govt. of Nepal.

**HOBBIES**

* Sports : Cricket
* Reading : Books
* Travelling :
* Net Surfing :

**PERSONAL DETAILS**

DOB : 13th Oct, 1991

Marital Status : Married

Notice Period : One Month

Reference : Would be furnished upon request