**Curriculum vitae**

**Anurag**

Email ID: [anurag.382269@2freemail.com](mailto:anurag.382269@2freemail.com)

**Objective:** Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management whilst contributing to the development of the organization.

**Educational Qualification**:

* High School from CBSE Board in 2007.
* Intermediate from CBSE Board in 2009.
* Graduation (B.com) from H.N.B Garhwal University in 2012.
* Pursing MBA from SMU.

**Computer Knowledge:**

* Good knowledge of MS office.
* 3 months computer course certificate.

**Skill & Strength:**

* Positive Attitude & Hard Working.
* Self Confidence & Friendly Behavior.
* Team Work Efficiency.
* Innovative.

**Work Experience:**

* Currently working in M.P.S Limited as a **Senior** **Executive - HR** from **11-April-2015 till date.**

**(Job profile as a Senior Executive - HR** in **MPS PVT LTD)**

* **Recruitment and On boarding**
* Screening resumes.
* Conducting initial interviews.
* Coordinating interviews with the hiring managers.
* Initial test conduct.
* Generate offer letter, completing joining formalities and documentation, ID creation in HRMS system also provide the HRMS Rights.
* Maintaining employee’s personal files and records, communicating HR policies, HR Induction.
* Preparing mail IDs.
* Provide punching access to the new joiners.
* Preparing various letters like appointment letter, confirmation

Letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, reliving letter, etc.

* Send FFS Mail to Resigned employees.
* Celebrations - Diwali, Holi, and other company events.
* Effectively managing employee get together, picnic, parties, Fun Activates, Annual function.
* Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers

**Pay Roll:-**

* Preparing Final settlements leave salary and all employee benefits.
* Compilation attendance data from attendance system.
* Preparing Over Time Reports.
* Preparing night Shift allowance Reports.
* Also attend ISO certification audit two times.

**Learning and Development and Training Session**

* Conduct training session of new joiner.
* Soft skill Sessions for New joiner.
* Quarterly Orientation program.
* Interpersonal skills Sessions.

**Compliance**

* Download ESIC Challans, Download ESIC form for Employee.
* Done all Provident fund formalities.
* Maintained attendance register.

**Personal Details:**

* Date of Birth : 24- September-1991
* Nationality : Indian
* Gender : Male
* Marital Status : Unmarried
* Language Known : Hindi & English
* Hobbies : Reading books , surfing internet, listening

Music, Travelling,

Declaration:

* Here I declare that the information stated above is true & complete to the best of my knowledge.