**MIHIR KUMAR BAGH**

Functional Area: ADMINISTRATION

Role: Admin

Experience | 09 year(s)

Mobile: +91-7898134168

E-Mail:mihirkumar.2019@gmail.com



**MY OBJECTIVE:**

Dedicated HR & Admin professional with more than 09 years of working experience in theconstruction field. History of meeting company goals utilizing consistent and organized practices. Skilled inworking under pressure and strong knowledge and communication skills have led within the depth.Understanding and good knowledge in managing payroll, employee relations, motivation, and office Administration.

**ACADEMIC PROFILE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Name of School / College | Board / University | Percentage / CGPA | Year of Passing |
| 10TH std. | HIGHER SECONDARY , EDN. ODISHA | STATE BOARD | 44.99% | 2002 |
| +2 ( SC.) | COUNCIL OF HIGHER SECONDARY , EDN. ODISHA, BBSR | STATE BOARD | 40.88% | 2005 |
| +3 (SC. ) I ST TDC | VIKRAM DEV AUTONOMOUS COLLEGE , JEYPORE | BERHAMPUR UNIVERSITY | 36% | 2007 |
| +3 (SC. ) II ND TDC | VIKRAM DEV AUTONOMOUS COLLEGE , JEYPORE | BERHAMPUR UNIVERSITY | 52% | 2008 |
| +3 (SC. ) III ND TDC | VIKRAM DEV AUTONOMOUS COLLEGE , JEYPORE | BERHAMPUR UNIVERSITY | 49% | 2009 |

**Experience Summary:**

* 07 years of experience in Administration(personnel) Department.
* Familiar with MS Excel and Word etc…

**Working in M/s - GAJA ENGINEERING PVT LIMITED as an administration- Nov’ 2019 to Till now**

**COMPANY NAME : M/S -GAJA ENGINEERING PVT LIMITED, Hyderabad**

* Position : Admin (Administration)
* Project Area : NMDC Limited(BHEL)Pkg-1, Jagdalpur
* Duration : Nov-2019 To Till Date.

**COMPANY NAME :M/s – SPS CONSTRUCTION & ENGINEERING WORKS**

* Position : Asst. Admin (Administration)
* Project Area : NMDC Limited (CRCL BUILDING) Pkg-16, Jagdalpur
* Duration : MAY’’2016 to OCT’2019

**HRMS/MIS:**

*  Preparing monthly MIS report share to concern department.
*  Provided administration support to the HR Manager in all HR related matters.

**Administration:**

**Other Administration work:**

*  Maintain day to day administration work.
*  Maintain office stationery.
*  Arrangement transport and other vehicles for staff welfare.
*  Maintain vehicle logbook on daily basis.
*  Managing for VIP visit.
*  Arranging functions like Ganesh Puja, Biswakarma puja Achievement Puja/Party.
*  Maintain RTO documents physically and digitally

**Time office Management & Payroll:**

* Co-ordinate with Timekeeper and ensure the attendance is close and share the report to all concern on daily basis.
* Arrangement of workman gate pass procedure to be follow as per client existing system (Aadhaar, Self-photo & Police clearance certificate would be required).
* Controlling unauthorized absenteeism, alteration in attendance recording.
* Management time office.
* Maintaining register, records and return under CL (R&A) Act 1970/1971.
* Engaging new Subcontractor labour Preparing documents.
* Maintain OT notebook and get the signature of employee Supervisor, Site Engineer, HR head, ensure the accuracy report.
* Payroll process of overall 25 Sub-contractors and 1500 contract labour.
* Maintain staff contact details (Home address, telephone number and emergency contactϖ number) are updated on a regular basis.
* Maintain employee record like leave absence including sick leave, privilege leave & casual leave etc.
* Maintain for making record of all worker gate pass data.
* Ensuring proper upkeep of time office-related records.
* Support managers & payroll activities including salary.
* Maintaining the proper attendance of Staffs & Workers.

**Security:**

*  Ensuring vigilant security round the clock.
*  Close watch on the security personnel to ensure zero theft and control of unwanted person.

**Canteen:**

*  Providing good quality food to employees at reasonable cost.
*  Ensuring no loss of time for employees due to canteen services.
*  Managing employees’ complaints properly to keep employees satisfied

**Employee welfare:**

*  Keeping the plant clean green to improve employee’s morale, safe and hygienic working

environment and giving good image of company visitor.

*  Look after all Staff’s Family Accommodation, Bachelor’s Quarters / Mess.
*  Welfare facilities for workmen and staffs.
*  Labor colony facility to workmen.
*  Related staff facility and travels/transport/hotel/courier/and event management

**Statutory Compliance and Liaison with Government officials:**

*  Maintain as per CL (R&A) Act. 1970/1971. Form A, B, C, D & E as statutory record.

Maintain register as per BOCW (RE&CS) Act 1996.

*  Follow up and maintain worker compliance and welfare as per BOCW (RE&CS) Act 1996.
*  Wages as per minimum wages & maintain record.
*  To make arrangements for ID card, PF nomination Forms.
*  Maintain sub-contractor following documents for compliance with labour department & client

like minimum Wages payment bank receipt, EPF challan with ECR as per wages/master roll

details.

*  Maintain contractor display a notice board as per CL (R&A) Act.1970/1971.
*  Arrangement employment card, over time, wages register, master roll of workman.
*  Maintain workman accident report, workman compensation claim.
*  Ensuring statutory compliance with all the applicable labour laws like ESIC, PF Act, CL
* (R&A) Act 1970/1971.
*  Close Liaison with government officials of concerned department like Labour Department,

Director of ESIC office, Pollution Control Board, Fire Office etc.

*  Maintaining the Statutory & Non-Statutory records.
*  Final the withdrawal from (19 & 10C), Transfer the amount of EPF (form-13), Loan from EPF
* (form-31) Death case (form-10D,20&5IF) and maintain all register also.
*  UAN activation of employee.
*  Process UAN generate of new employee.
*  Updating of every staff EPF nomination in EPF portal.
*  Managing employee benefits- EPF & ESI.
*  Guiding online process for EPF withdrawal to workers.

**PERSONAL ASSETS:**

* Hardworking
* Honest
* Willingness to learn
* Ability to cope up with the changing environment.

**TECHNICAL SKILLS:**

* Operating System : Windows 2000, Windows XP, Windows 7
* MS Office : MS-Office
* Internet Knowledge : Yes

**Personal Profile:**

* Name : Mihir Kumar Bagh
* Father's Name : Bhaskar Chandra Bagh
* Date of Birth : 16/05/1987
* Nationality : Indian
* Marital Status : Married

**Permanent Address**  : Kotpad ( Hatpada Nuaguda , Near Bania Road ),

Kotpad , Distt: Koraput , State : Odisha ,Pin :764057

* Languages Known : English, Hindi and Oriya

I hereby declare that the above information given by me is true and correct to the best of my knowledge and belief.

Thanking You,

Place: JAGDALPUR (MIHIR KUMAR BAGH)

Date: 04.10.2024