



AAMIR SOHAIL AKHTAR

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CAREER OBJECTIVE

To excel in a progressive organization where my skills could be effectively utilized in improving the organization and contribute to organizational success and also accomplish personal growth.

Looking forward to work in corporate sector where I can use my technical, analytical skill for the fortification of the organization goals and in turn will enhance my skills and position.

ACADEMIC QUALIFICATION

Degree	Year	University/Board	% / Cgpa
PGDM (HR & IB)	2016-2018	AICTE	75%
B.TECH (Civil)	2012-2016	DR A.P.J ABDUL KALAM UNIVERSITY (AKTU)	73%
12 th	2011	Central Board Of Secondary Education (CBSE)	67%
10 th	2009	Central Board Of Secondary Education (CBSE)	88%

CURRENT ORGANIZATION

Designation- HR Executive

Company – Titan Company Limited

Duration- Sept 2017 to till date

Roles And Responsibility:

- Handling recruitment Process
- Making Salary Structure
- Handling Payroll Process and Compensation
- Handling CSR Activity
- Exit Interview
- Employees Engagement
- Telephonic interview, review and evaluating candidates
- Processing vendors payments in coordination with HR Operations Team
- Vendors management
- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Answering payroll questions
- Facilitating resolutions to any payroll errors
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment

EXPERIENCE SUMMARY

1 year experience in civil construction work

Company - Arsh Associate Pvt Ltd.

Position - Junior Engineer

Duration - 01- Sept 2016 to 30- Aug 2017

PROJECT EXPERIENCE

Worked with **Arsh associates Pvt LTD.** as JE Civil on their **Varroc** building construction **project** at Greater Noida, UP. **Project Comprises** the construction of building construction work which includes (Casting of RCC BOX & Slab, PCC, RCC shuttering, Excavation).

Roles And Responsibility:

- ☐ Coordination, control and supervision of site work.
 - ☐ Handled the coordination of design drawings for site interaction.
 - ☐ Locate the existing utilities prior to start the work.
 - ☐ Checking plans, drawings/profiles and work according the approved drawings.
 - ☐ Ensuring that all materials used and work performed are as per specifications
 - ☐ Day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors;
 - ☐ Continuous optimization of work and cooperation with quality control.
 - ☐ Billing of the proposed and Executed Work.
 - ☐ Responsible for preparation of daily progress, weekly progress, monthly progress and to report the same to construction manager/Project Engineer.
 - ☐ Looking after Construction activities.
Making requisition and facilitating the arrangement, procurement of construction material.
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PROFESSIONAL SUMMARY AND KEY EXPERIENCE

- ☐ Quality assurance and Quality control
- ☐ Knowledge of construction material testing
- ☐ Achieving construction activities like Excavation, PCC, RCC shuttering, Damp proofing, Casting of concrete, Brick Masonry.
- ☐ Proven ability to interact with team members for timely assignment completion with quality.
- ☐ Knowledge of MS OFFICE
- ☐ Knowledge of MS Excel
- ☐ Knowledge of MS Power Point

SKILL SET:

- Author of a novel '**it rarely happens**'
 - ☐ Wrote article for times of india
 - ☐ Expertise in autocad
 - ☐ Could operate efficiently with microsoft office
 - ☐ Effective management and organisational ability
 - ☐ Having good problem solving with analytical thinking
 - ☐ Open minded to work in complex environment and project
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COMPETENCIES

- ☐ Flexible work style.
- ☐ Strong Planning and organizational skills.
- ☐ Works well under pressure in demanding environment.
- ☐ Strong interpersonal skills.
- ☐ Process strong analytical and problem resolution skills.

EXTRA CURRICULUM ACTIVITIES:

- ☐ Responsibilities involved organizing seminars, presentations and other activities at the college.
- Responsibilities as committee head involved managing the college club, the Fresher's Program and other regular activities at college.
- ☐ Hosted and organized various seminars and activities.
- ☐ Captain of College Cricket Team
- ☐ A passionate writer

PERSONAL DETAILS:

- ☐ Father Name - Md Mansoor Alam
- ☐ DOB - 05 April 1994
- ☐ Permanent Address - Chaman Colony, T.P Lane, Paschim Darwaza, Patna City-800008
- ☐ Language :- Hindi, English and Urdu

DECLARATION:

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.