

Carriculum

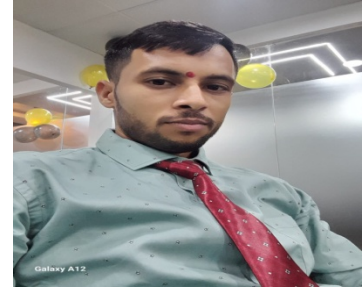
Sujit Pandey

Current Address : Habibpur Market , Ekotek3rd , Greater Noida

Dist. Gautam buddha Nagar Uttar Pradesh 201306

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Summary :

1. Gbh Automechanics. Services LLp

2. Royal & Reliable Ventures Pvt Ltd.

Experience :

Designation :Hr Executive (Jan 2021 to March 2022)

Company : Gbh Automechanics. Services LLp

Project : : Road Side Assistance Service Provider

Role & Responsibilities :

Job Requirements : Sales Associates, Sales Executive ,Team Leader, Senior Team Leader, Sales Manager, Bussiness Development Manager,

Source/ Portals : Naukari , LinkedIn , Apna , Expertia , Shine , Indeed , Job Hi , Internshala , Job Diva , Monster ,Work India, ATS etc.

Skills : Requirements,Screening,Shortlisting,Scheduled Interview Telephonic Round Discussing Job Profile,Salary Discuss,Pipeline,Loopup,Follow up for Joining Process, Onboarding,Joining Formalities,Training Providing,Releasing Appointment/Offer Letter, Exitisting Formalities,Document Verification,Submit All Document,Collect All Assets of the Company from the Employee,Notice Period,Full & Final Settlement Issue Employee Id,Attendance Mark,Prepare Salary Sheet,Salary Disbursed,Release Remaining Amount,Fund Release,Face to Face Interview Round,Prepared Salary Slip,Re Joining, Handover new Employee to Assign Manager,Salary Slip making, Attendance Punch Id Making,Event Management,Pre Plan Event,Leave Management,Cash Management, Holiday Management,Data Management,Time management.

Designation : Hr Head Manager Noida (April 2022 to Aug 2024)

Company : Royal & Reliable Ventures Pvt Ltd .

Project : Sales And Builders Firms (Real Estate)

Role & Responsibilities :

Job Requirements : Sales Associates, Sales Executive, Team Leader, Senior Team Leader, Sales Manager, Business Development Manager

Source/ Portals :

❖ Naukari , Linkden , Apna , Expertia , Shine , Indeed , Job Hi , Internshala , JobDiva , Monster , ATS etc.

Skills : Requirements, Screening, Shortlisting, Scheduled Interview Telephonic Round, Discussing Job Profile, Salary Discuss, Pipeline, Loopup, Follow up for Joining Process, Onboarding, Joining Formalities, Training Providing, Releasing Appointment/Offer Letter, Existing Formalities, Document Verification, Submit All Document, Collect All Assets of the Company from the Employee, Notice Period, Full & Final Settlement, Issue Employee Id, Attendance Mark, Prepare Salary Sheet, Salary Disbursed, Release Remaining Amount, Fund Release, Face to Face Interview Round , Prepared Salary Slip, Re Joining, Handover new Employee to Assign Manager, Salary Slip making, Attendance Punch Id Making, Event Management, Pre Plan Event, Leave Management, Cash Management, Holiday Management, Prepare Performance Report, Monthly Report, Weekly Report, Daily Report , Data Handling , Data Management, Observing Employee, Retain Employee, Certification Employee, Payroll Management, Halfday Management, Miss Punch, Late mark Punching, Mark IN/Out Punch. Experience Letter, Increment Letter, Relieving Letter, Salary Slip, etc.

Software : 1. Kredily Hr Application

2. Real Time Management.

Increment Salary : 1. April 2023 Hike on Current Salary 12%

2. April 2024 Hike On Current Salary 12%

Qualification :

| <i>Sr No</i> | <i>Qualification</i> | <i>College Name</i> | <i>Passing Year</i> | <i>Board University Name</i> | <i>Percentage</i> |
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|---|--------|------------|------------------|-------------------|--------|
| 4 | M. A. | C K PGC | 2021/DROPO UT | ALLAHABA D UNI | 57% |
| 3 | B . A. | SKDDC | 2018 | RMLAU | 45% |
| 2 | SSC | ABVMI C | 2014 | UP BOARD | 60.6% |
| 1 | HSC | ABVMI C | 2012 | UP BOARD | 73.6 % |

PROFESSIONAL SKILLS :

- TOT CERTIFIED WITH NSDC IN ESDM
- MS EXCEL , MS WORD , MS POWER POINT , MS MICROSOFT
- FITTER TRADE ITI FROM NCVT

Personal Details :

Father Name: Krishna Ram Pandey

Date of Birth : 10/09/1996

Gender : Male

Nationality : Indian

Marital Status : Single

Language : Hindi , English , Awadhi , Bhojpuri

Permanent Address : Ward no . 6 Nagar Panchayat
Suwansa
Pratapgarh Uttar Pradesh 230306.

Date :

Sujit Pandey