

## Carriculam

### Sujit Pandey

**Current Address :** Habibpur Market , Ekotek3rd ,Greater Noida

**Dist.** Gautam buddha Nagar Uttar Pradesh 201306

**Mob :** **8960422589 , 8368510191**

**Gmail.** [Pandeysujit216@gmail.com](mailto:Pandeysujit216@gmail.com)



#### **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,Bussiness 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,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,Prepare Performance Report, Monthly Report,Weekly Report,Daily Report ,Data Handling ,Data Management, Obeserving Employee,Retain Employee,Certification Employee, Payroll Management, Halfday Management,Miss Punch, Late mark Punching,Mark IN/Out Punch. Experience Letter, Increament Letter, Relieving Letter,Salary Slip, etc.

**Software : 1. Kredily Hr Application**

**2. Real Time Management.**

**Increament Salary : 1. April 2023 Hike on Current Salary 12%**

**2. April 2024 Hike On Current Salary 12%**

**Qualification :**

<i>Sr No .</i>	<i>Qualificati on</i>	<i>College Name</i>	<i>Passing Year</i>	<i>Board University Name</i>	<i>Percenta ge</i>

<b>4</b>	M. A.	C PGC	K UT	2021/DROPO	ALLAHABA D UNI	57%
<b>3</b>	B . A.	SKDDC		2018	RMLAU	45%
<b>2</b>	SSC	ABVMI C		2014	UP BOARD	60.6%
<b>1</b>	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**