

RESUME

RAJU LAL SHARMA

Contact information

**Survey View Park,
Asha Pharmacy,Chinsurah-Magra
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Career Objective:-

I am seeking challenging and responsible position to utilize professional excellence and technical talents effectively to attain concerned organization's objectives and give me opportunity for professional advancement.

Profile Summary:-

8 years experience in Human Resource Dept,as maintained Duties, Employees management ,Salaries/Payroll of 800 employees,Recruitment,maintaining EPF & ESIC of employees working in firm.

Working Experience:-

- From Aug 2015 to April 2022 in Eagle Infra India Ltd, As H.R Executive.
- From May 2022 to Current in Inderdeep Construction Co. as a H.R Manager.

Educational Qualification:-

- **M.B.A Appearing (H.R & Finance)**
- **B.A in English Honors with 64% Marks in 2013.**
- **Diploma in Desktop Publishing with 85% marks in 2011.**
- **12th(arts) With 48% in 2009.**
- **10th with 40% in 2007.**

Technical Qualification:

- **2 years ITI in Electrician Trade (from NCVT).**
- **C.I.A PLUS (MS Office, software instalation and user management,cd burning & priting,Business computer applications, Business Communication, Direct Tax And Indirect Tax) in 2013**

Personal Details:-

- Father's Name : Sr. Mohan Lal Sharma
- Mother's Name : Smt. Parvati Devi.
- Date of Birth : 07-04-1991
- Gender : Male
- Marital status :Married
- Nationality : Indian
- Languages Known : Hindi, English,Bengali.
- Hobbies : Listening Music, Reading.

CORTICATION:-

I undersigned, certify that to the best of my knowledge and belief, this bio-data correctly.
Describe myself, my qualification and my experience.

(RAJU LAL SHARMA)