***Curriculum viate***

***JOGENDER SINGH***

***Village – Nehru nagar***

***Post – Bhungarka***

***Teh- Narnaul***

***Distt-Mohinder garh(Haryana)***

***Mobile:9728334452,9081043115***

***E-mail:-Jogenderyadav1991@gmail.com***

##### CAREER OBJECTIVE.

Looking for a career in a dynamic organization with a challenging work environment, an organization where I would be able to grow professionally through continuous enhancement of my knowledge and interpersonal skills.

# EDUCATIONAL QUALIFICATION.

* 10th Passed from Haryana Board.
* 12th Passed from NIOS Board
* B.com Form L.P. University.
* Computer typing speed in 30-35 words per minuts.

# COMPUTER SKILLS

* Adavance Certificate in Computer Application(ACCA)
* A Knowledge of Tally ERP 9.0

# WORK EXPERIENCE

* One year Exp As Assistant of Time Office in Videocon Industries Pvt. Ltd(Shahjhanpur).
* 25-12-2015 to Continues As HR & Admin Filled Officer in Pooja Group Vithalapur(Ahmedabad).

**TIME OFFICE**

* Maintain attendance & leave records.
* Preparation of the Worker Salary & Over Time.
* Preparation of Man Power reports on daily basis.
* Maintaining Personal records of employees.
* Monthly Salary of Staff & Associate.
* Opening Salary Accounts.
* PF & ESIC handling.
* Recruitment of Staff & Associates.
* Handling all issue of Workers.
* Canteen Management.

**TRAINING AND DEVELOPMENT**

* To provide training for Associates.
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* Office TPM
* Safety

**PERSONAL PROFILE**

Father’s Name : Sumer Singh

Date of Birth : 12-12-1991

Languages : Hindi & English

Marital Status : Unmarried

Sex : Male

Nationality : Indian

Hobbies : Book reading& Running

I hereby declare the above mention details are true to the best of my knowledge and belief.

***Date………………..***

***(Jogender singh)***

***Place ………………..***