**CURRICULUM VITAE**

**SUJIT KUMAR JHA**

**MBA-HR**

**B.COM**

**SUJIT KUMAR JHA**

***Permanent Address:*** Vadodara, Gujarat. ***Currently Situated @:*** Gandhidhma-Adipur

***Contact No.:*** +91-9173435718, 7622020484

***E-mail:*** sujeetkumar.18@gmail.com

# CAREER OBJECTIVE

To seek a challenging and rewarding position in a professionally managed and a well-established organization where I can make a meaningful contribution in the field of Human Resource Management and achieve personal growth in synergy with organizational growth.

**During my experience for more than 3 Years, I acquired working experience independently in following areas:**

* **Human Resource:** 
  + **Recruitment** - Time bound process right from man power requisition to joining formality. This includes right sources of recruitment, screening of right candidate, written/Interview process.
  + **MIS preparation** - Manpower Status, Absent Records, Overtime Analysis.
  + Management of Personal Records.
  + **Performance Management System** - Distribution & collection of appraisal form, Preparation of rating analysis, Preparation of Increment Letter/Promotion.
  + Exit interview and feedback.
* **Welfare/Legal Function:**

* + **Welfare Activities -** Event Management of various employee function etc.
  + **Grievances Management** - Right from the investigation to collection of source of grievance information.
  + **Contract Management -** Ensuring all legal obligations as principal employer.
* **Time & Wage Management:**
  + Finalization of payable days in online attendance system for salary process.
  + Preparation of Overtime as per the records.
  + Leave Management.
  + Generation of various reports like late coming, and issuing notice etc.
* **General Administration:**
  + Communication Management – Telephone, Mobile.
  + Employees Medical Discount benefits as per policies.
  + Travelling Expenditure Reimbursement as per policies.

# WORK EXPERIENCE

**STERLING HOSPITAL** (A Unit of Sterling Addlife India Ltd.), Gandhidham-Adipur

**Executive - HR**

Duration – 02nd December, 2013 to Till Date

**U. N. MEHTA INSTITUTE OF CARDIOLOGY & RESEARCH CENTER, Ahmedabad**

Assistant in HR / Admin Department

Duration – 20th December, 2010 to 27th November, 2013

# PROFESSIONAL QUALIFICATION

**Master of Business Management** with specialization in **Human Resources** with 62% from Sikkim Manipal University (Full Time).

# ACADEMIC QUALIFICATION

**Graduation – Bachelor of Commerce in Accounts and Finance** from Maharaja Sayajirao University of Baroda, – 43%

**Higher Secondary Certificate**(G.S.H.E.B.) from Baroda High School, Baroda – 49.17%

**Secondary School Certificate** (G.S.E.B.) from Baroda High School, Baroda – 63.86%

**Technical Qualification**

3 months certificate course in Computerised Accounting Package from SSI.

# PERSONAL DETAILS

Date of Birth : 23rd April, 1984

Sex : Male

Marital Status : Unmarried (Single)

Nationality : Indian.

Language known : English, Hindi and Gujarati.

Interests : Relationship Building, Listening Songs, Driving.

# DECLARATION

I hereby declare that the above declaration is true to the best of my knowledge.

***SUJIT JHA***