**AVINASH SHARMA**

<Tel:+9654614170>, Email I [sharma.avinash440@gmail.com](mailto:sharma.avinash440@gmail.com)

**OBJECTIVE**

I wish to work with good and big organization where I could fluent my abilities and skills towards challenging my work status. And where I could able to get high packages. Nobody knows only one opportunity can make career and life because opportunities come in front of us then we always try to avoid these and we are not able to understand its value at that moment. When I join any organization then I always try to take it as a career. I always be very honest with my work and try to perform my best in my work profile.

**EDUCATIONAL QUALIFICATION**

* 10th passed from U.P. Board.
* 12th passed from U.P. Board.

**WORKING EXPERIENCE**

* Six month Experience for Radhey Aqua Shine Pvt. Bhangrola Gurgaon (H.R)

* Three years’ Experience JBML-3 IMT Manesar Gurgoan Haryana. As a Contractual Assistant in H.R/P&A Deptt.
* Presently Working in Neel Metal Products Limited (N-12) Sanand Ahmedabad Gujarat. As a junior Executive (Personnel & Administration) Deptt.

**JOB SKILLS**

• Salary administration in SAP which includes Checking of Salary advice, Overtime, Full & Final settlement etc.

• SAP / Bio-metric updating, regular updating of Attendance Record and Muster Roll.

• Preparing Bank Statement and distribution of pay slip.

• Maintaining leave records.

• Off Roll Manpower Management, verification of wage bills etc.

• Preparing reports like Manpower reports, Overtime & late coming reports, Absenteeism Reports of on Roll and Off Roll Employees etc.

• Maintaining and updating personnel records.

• Responsible for preparing various monthly MIS like Absentee, Attrition, Recruitment, Confirmation & Probation, Training, New joiner report, Leave Analysis.

• To set up sound information network in plant and maintain harmonious relationship between employer and employee.

• Responsible for complete joining and orientation of all employees.

• Wage compensation structure – administration Fixation & negotiation.

• Full & Final Settlement

• House Keeping (Sanitation etc.)

**PERSONAL DETAIL**

Father’s Name : Sh. Babulal Sharma

Date of birth : 20-April-1990

Marital status : Married

Nationality : Indian

Language Known. : Hindi & English.

**Place Avinash Sharma**