**Veerendra Kr Jaiswal**

**Mobile: 08003387298**

**E-Mail:** vjaiswal54@gmail.com

**“Seeking assignments in Managerial Position in the Industry”**

**ORGANISATIONAL DETAILS**

# Current Company Profile:

**HR Executive at Jayprabhu Industries LLP, Vijapur, Ahmedabad, (Gujarat) from: Sep-19 to Till Date.**

**Roles and Responsibilities:-**

* New Joining Documentation, filling , Salary accounts, ID Cards preparation and Full-n-Final settlement
* Maintaining the daily attendance in muster roll register
* Responsible for time office activities & Payroll
* Monthly attendance Management, time office and leave.
* Manage the overall interview, selection, and closing process
* Maintain employee files and records in electronic & paper form
* Prepare the shift manpower report on daily basis
* Salary distribution to the contractor employee
* Arrangement of Canteen activity
* Maintain the employee’s personal record for up-to-date.
* Prepare the daily observation report for dress, ID Card etc.
* Arrangement and Requirement of contractor manpower for shift
* Follow the Factory act related work like; Housekeeping, Canteen, First Aid box, sitting arrangement, drinking water facility etc.
* Handling The ISO 9001 related documents in co-ordination to other Departments
* Experience in daily planning documentation and shop floor documents like; formats and logbooks
* Maintain daily attendance in Excel and mustered register

# Key Deliverables:

***Responsible for:-***

* Handling **end to end** Recruitment Cycle
* Managing the entire Employee life Cycle **(Entry to Exit)**
* Responsible Attendance Management, Leave Management, Salary Processing and Statutory Compliance **(EPF & ESIC)**
* Responsible for handling the entire **HR Activities.**

# Past Work Experience

Worked as Admin Executive at Gimatex Industries Limited; Ahmadabad Gujarat from Aug-17 to Sep-19 on the Third Party Role;

**Roles and Responsibilities:-**

* Wide experience in the Energy Sector and its auxiliary section of Power House
* Joining of new employee and maintaining the employee file
* Maintain daily attendance in Excel and mustered register
* Records & Provide Resume ID with job Opening
* Prepare the report for dress, ID Cards etc.
* Use the Software for attendance and make its back-up file
* Arrangement and Requirement of contractor manpower for shift
* Prepare Training Report and Arrange training for new employee
* Prepare the shift manpower report on daily basis
* Arrangement of Transportation and Canteen activity
* Prepare bill of various bills of contractors
* Arrange boarding & lodging of guests
* Follow the factory act related work like; Housekeeping, Canteen, First Aid box, Sitting Arrangement, Drinking water facility etc.
* Basic knowledge of  **ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018** Quality, Environment & Health-Safety Management System

# EDUCATION:

* MBA (Human Resource) from Chhatrapati Shahu Ji Maharaj University (CSJMU) , Kanpur with 72%, CSJMU, KANPUR U.P (2017)
* B.Tech (Electronics & Communication) from Focus College of Engg & Technology , Bareilly with 67%, UPTU, Lucknow (2015)
* **Class XII** (U.P board) from R.P.I.College, Renusagar , Sonbhadra 55%
* **Class X** (U.P. Board) from R.P.I. College , Renusagar, Sonbhadra 62%

# Training Course:

* Human Resource Training taken from the “ SLA Consultant Pvt Ltd- Delhi ” and “ Apex T G India Pvt Ltd- Noida U.P (2016-2017)

# EXTRACURRICULAR ACTIVITIES

* Participation prize in **Open Chess Championship 2007** at NTPC ,Singrauli
* First Prize in **Chess Championship Under 18, in 2004 & 2005** at Hindalco, Sonbhadra
* First Prize in **Carrom Championship Under 18, in 2004 & 2005** at Hindalco, Sonbhadra
* Participation in **Cricket Tournament** at R.P.I.C Sonbhadra.

# PERSONAL DOSSIER

Date of Birth: - 28th June, 1992

Marital Status: - Unmarried

Present Address: - Kalol, Gandhinagar, Ahmedabad, Gujarat

Languages Known: - Hindi and English

Father’s Name: - Shri Rajendra Prasad Jaiswal

Address: - Bargawan, Singrauli, PIN Code-486892. M.P.

Contact No: - 08003387298

Signature: - Veerendra Kumar Jaiswal