

Curriculum Vitae

Name-Sanjeev Kumar

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Bihar-845450

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Career Objective: To work with an organization where can learn news kills and increase my abilities for the organizational goal as well as myself.

WORKEXPERIENCE:-

- Completed Industrial Training from **MM Continental Hotels, Haryana.**
- Completed Internship in HR Department at **Country inn Suite by Radisson, Kota.**
- **Human Resources Coordinator(Acting Supervisor)** from July 2023 to August 2024 at **Holiday Inn Gurugram(An IHG Hotel).**
- **HR & Training Executive (HOD) from Sep 2024 To Till Now at The Park Pathankot. (Apeejay Surrendra Group)**

Responsibilities:-

- Recruitment
- Joining formalities & Exit formalities
- Payroll Processing
- Conduct Training for staff
- Month End Reports (HR Metrix & HR Reports)
- Month End Training Reports (Activity planner, Training Calander & Audit reports)
- Making Offer Letter ,Appointment Letter, Confirmation Letter & Experience Letter
- Having Knowledge of PF&ESIC
- Employee Engagement Activities
- ODC Management
- Venders Management
- Leave Policy
- Data Management
- Making Muster Roll
- Team work Leadership
- Budget Manning
- MOD
- Time and Attendance
- Basics in Statutory Compliances
- Advanced Computer knowledge (MSWord, Excel and PowerPoint Presentation)

QUALIFICATION:-**Professional Qualification:**

- **B.sc Hospitality** from Maharishi Markandeshwar Deemed to be University, Ambala (Haryana).

ACADEMIC QUALIFICATION:-

Examination	Board	Passing year	Percentage
12th	BSEB	2021	76%
10th	BSEB	2019	74%

STRENGTHS:-

- Confident about my self and always ready to new challenges.
- Quick learner
- Self-Motivated

INTREST/HOBBIES:-

- Trekking, Photography, Videography, Editing..

PERSONAL DETAILS:-

D.O.B : 17-09-2001

Gender : Male

Nationality : Indian

MY COMMITMENT:-

If given an opportunity to perform for your organization from my end .I promise to do best for your organization by hard work, Smart work & honesty.

DECLARATION:-

Above mentioned all the details are correct & true.

Date:

Place: Ambala

Sanjeev Kumar