

## **CURRICULUM VITAE**

**SUSHEEL KUMAR**

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### **Objective**

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Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management whilst contributing to the development of the organization.

### **Skills Profile**

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- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
- Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

### **Core Competencies**

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- Detail conscious
- Good leadership skills
- Effective communication skills
- Ability to maintain inter-personal relations.
- Exquisite organizational & management skills.
- Confident.
- Flexible in work.
- Honest.

### **Professional Experience**

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Working as Admin Asst. at T.K. Engineering Consortium Pvt. Ltd.  
Arunachal Pradesh, (28-Mar-2018 to 12-April-2022)

### **Job Responsibilities**

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#### **1. Recruitment**

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.

- Short listing the resumes based on desired skills, experience and job requirement.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with HR Manager & Departmental heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

## **2. Training & Development:-**

- Scheduling and arranging training while coordinating with external trainers and training programs.
- Identification of training needs and nominating candidates for training.
- Encouraging participation of employees in various organizational events.
- Issuing training certificates after completion of the training.
- Coordinating with the External Trainers regarding the Training schedule.
- Evaluation of the employees post training program.
- Scheduling the Training Program & collecting the Feedback, Issuing training certificates after completion of the training.

## **3. HR Administration:-**

- Preparing Full & Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance muster for workers, trainees & officers.
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, show cause notice, experience/service certificate, reliving letter, etc.
- Maintaining employee's personal files and records.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Celebrations - Diwali, Ganpati Festival, and other company events
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

## **Educational Qualifications**

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- Master of business administration (MBA) From AKTU University Lucknow
- Bachelor of science (BSC) From Awadh University Ayodhya
- 12<sup>th</sup> From UP Board
- 10<sup>th</sup> From UP Board

## Additional Qualification

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- Advance Diploma in Computer Applications

## Personal Details

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Name	:	Susheel Kumar
Father Name	:	Ram Ambar Yadav
Date of Birth	:	04 <sup>th</sup> June 1996
Language	:	Hindi, English
Address	:	Village Pure Sujat Ali, PO- Meermau, PS- Mawai, Rudauli, Ayodhya- Uttar Pradesh-224118

Place: Ayodhya.