

GOVIND					
7048917645 22M I.GOVIND0003@GMAIL.COM Gurgaon Haryana					
EDUCATION					
B.COM(H)	UNIVERSITY OF DELHI	70.00%	7.00	UNIVERSITY OF DELHI	2024
CLASS XII	GOVT SR SEC SCHOOL SEC- 4/7 GURGAON	95.25%	8.80	HBSE	2021
CLASS X	GOVT SR SEC SCHOOL SEC- 4/7 GURGAON	86.40%	8.60	HBSE	2019
ACADEMIC ACHIEVEMENTS					
X	TROPHY FROM ABVP FOR MERIT				2019
COURSES					
NIIT FOUNDATION	BASIC COMPUTER IN DIGITAL LITERACY		71-80%		2018
WORKE XPERIENCE					
Max Transtech Limited (MTTL) Unit 154, First Floor, JMD Megapolis Sec 49 Sohna Road GGN	Asst. Executive HR and Admin in HR and Admin Department (Payroll through software, interview lineup, Joining Formalities, ESIC Work, EPFO work i.e challan preparing and submitting, Resolving daily attendance issues, Admin work Agreement making, Stamp paper generating etc.				Sep 24 Mar 25
AS & CO 13,14 GROUND FLOOR, DEEP PLAZA,OPP. DISTCOURT, GURUGRAM	ASSISTANCE FOR HR, PAYROLL MANAGEMENT (DEDUCTING AND SUBMITTING EPFO AND ESIC AMOUNT TO THE OFFICIAL PORTAL OF ESIC AND EPFO. DISTRIBUTING DAILY EXPENSES TO THE EMPLOYEES AND STAFF), STAFFING (SELECTING STAFF i.e. TAILOR , MASTER , STITCHINGWORKERFORTHEGARMENTSEXPORTSCOMPANIES) GST PORTAL (FILLING RETURNS ON GST PORTAL i.e.GSTR1 AND3B)				JAN 23 DEC 23
4 LEAF BROTHER PVT LTD 719, TOWERB1, 7 TH FLOOR, SPAZE ITECH PARKSEC-49, GURUGRAM	EXECUTIVE ASSISTANCE OF FINANCE (MANAGING DAILY EXPENSES AND SALARIES, GIVING THE ESTIMATED COST OF PROJECTS ANALYSING THE EXPENSES, KEEPING PETTY CASH BOOK). DOING ALL IMPORTANT WORK OF OFFICE i.e. MEETINGS AND CLIENTS PHONE CALLS.				JUL 22- OCT22
MUNICIPAL CORPORATION OFGURGAON	SURVEYOR IN MAP MY INDIA DOOR TO DOOR SURVEY FOR POPULATION COUNTING				JUN22- JUL 22
VOLUNTEER					
APR 2019-MAR 2021	NATIONAL SERVICE SCHEME (NSS) ORGANISER HEAD, MANAGING ALL ACTIVITY OF THE FUNCTIONS i.e. CAMP AND ANNUAL DAY ETC.				
19 FEB 2018-23 FEB 2018	INDIAN RED CROSS SOCIETY (SERVE THE PEOPLE AND ATTEND THECAMP LEARN FIRST AID ACTIVITY)				
2020	THE EARTH SAVIOURS' FOUNDATION (SERVE THE PEOPLES AND ATTEND THE CAMP IN BANDHBADI HARYANA)				

2020	AKHIL BHARATIYA VIDYARTHI PARISHAD (SCHOOL VICE PRESIDENT AND MEMBER OF ABVP) MANAGING FUNCTION'S ACTIVITY. SCHOOL TEAM HEAD (60-80 BOYS). TAKE PART IN MEETINGS AND IN MEMBERSHIP DRIVE AND HELP THE PEOPLES DURING LOCKDOWN AND COVID-19 PERIOD.
OTHER CURRICULAR ACTIVITIES	
2016	TAKE PART IN "BHARAT KO JANO COMPETITION" CONDUCTED BY "BHARAT VIKASH PARISHAD"
DEC 2019	TAKE PART IN ACHIEVERS ACCOLADE CONDUCTED BY "GULAL FOUNDATION"
TECHNICAL SKILLS	
PHOTOSHOP	CANVA, LIGHTROOM, PICSART
WRITTING	CONTENT, POEMS, QUOTES
CREATIVITY	EDITING (SHORTS, VIDEOS AND PHOTOS)
COMPUTER	MICROSOFT WORD, MICROSOFT EXCELL OFFICE ETC
SOFT SKILLS	
Possess strong management, communication, interpersonal skills with an objective mindset	
Keep to bring, learn and adopt positive changes	
Teamwork, practical and problem-solving attitude	