

RESUME

Shaikh Sajid Jabbar

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CAREER OBJECTIVE:

To pursue a challenging career and be a part of a progressive organization that give scope to enhance my knowledge, skills and reach the pinnacle in this field with sheer determination, dedication and hard work.

ACADMIC QUALIFICATION:

Appeared for Diploma in Personnel Management & Industrial Relation.

Passed B.Com from Mumbai University in the year 2001

Passed H.S.C. from Mumbai Board in the year 1998.

Passed S.S.C. from Mumbai Board in the year 1996.

TECHNICAL QUALIFICATION:

Computer Skill:

MS-Office (Word, Excel, PowerPoint) Tally 4.5 & 6.3.

English typing 30wpm

PROFESSIONAL EXPERIENCE:

Presently working at Dalal Engineering Pvt. Ltd. as **Personnel & Admin Officer** Thane, since April 2006.

Job Profile:

Salary and wages administration:

Calculation of wages and salary of Regular employees, contractual employees and apprentice's stipend, wages summary.

General Correspondences:

Maintaining Muster roll of employees, Leave Records, Leave Cards, Calculation of Leaves, Leave Encashment, Preparing reports like employees late coming, Overtime reports, data entry, Vouchers like Medical, advances. Letters like Appointment, superannuation, Notices, Calculation of Gratuity, preparing Form 'L', 'T' and receipt of Gratuity, Performance appraisal.

Provident Fund:

Preparing PF challans, PF forms like Form No. 5, 10 and 12A with covering letter, Finalisation of PF Form No.3A, 6A and Reconciliation Statement, Filling and Sending Form – 2 Declaration Form to PF office. Coordinating in Inspection.

Employee State Insurance Corporation:

ESIC challans preparation, Filling Form-1 Declaration Form to ESIC local office, Co- coordinating in ESIC inspection, preparing employees Accident Reports and sending Form-16 to ESIC local office and Form-24 to Factory Inspector office.

Apprentices:

Filling Apprentices Form like APP-3 and APP-4 and appointment letters, Training Completion & Service Certificates, I cards and final settlement.

Canteen:

Issuing Coupons, checking bill, making statement, reports of coupons and stocking etc.

Others:

Security, House keeping.

2. Worked at Bhansali Bright Bars Pvt. Ltd. as **Personnel & Admin Assistant** From April 2004 to April 2006.

Job Profile:

Wages and Salary administration, handling payroll and Attendance software, Maintaining Muster roll, Leave Register, Calculation and Encashment of Leaves, Maintaining records, Documentation, House Keeping, Security,

Liaison with Govt. / Semi Govt. such as Factory Inspector Office. Performance appraisal, Increment, Gradation, Job Description, Participating in ISO procedure & audit, Monitoring Time Office. Assisting to HR – Manager in statutory matters like PF, ESIC, MTNL, MIDC, MPCB, MIDC and all other matters related to HR & administration.

3. Worked as **Account Assistant** with Wanivadekar Professional Accountant at Thane from March 2002 to March 2003.

PERSONAL DETAILS:

Date of Birth : 26th January, 1981

Gender : Male

Marital Status : Single

Passport Details : Issued on 5th September, 2003.

Date:-

Place: - Thane

(Shaikh Sajid Jabbar)