

SACHIN KUMAR

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Rana Pratap Bagh

New Delhi - 110007

OBJECTIVE

Seeking new challenges, looking to join a progressive organization that has need and offer opportunities for advancement. Seeking a position where I can serve with my utmost capabilities and where I can give full play to my creativity to excel within and to grow with Institute.

HEIGHTS OF QUALIFICATIONS

- **Proficient with Word, Excel and Internet Usage**
- **Familiarity with 10-key and alphanumeric typing (45WPM)**
- **Ability to work independently and demonstrate accuracy with particular attention to detail**
- **Ability to Review error messages and makes corrections during data entry.**
- **Excellent organizational and follow-up skills.**

ACADEMIA

- **B.A GRAUDATE FROM DELHI UNIVERSITY**
- **12th | SARVODAYA BOYS SENIOR SECONDARY SCHOOL, DELHI-5|CBSE.**
- **10th | SARVODAYA BOYS SENIOR SECONDARY SCHOOL, DELHI-5 CBSE.**

PROFESSIONAL EXPERIENCE

Current Company : RUPTOK FINTECH PVT. LTD.

Profile :- Sr. Executive Payroll HR.

Responsibility Roles:-

1. Preparation And maintaining daily/Monthly Attendance & leave.
2. Preparation of Monthly Salary Sheet in excel & payroll Software.
3. PF UAN Number Allotment on Portal.
4. ESI Insurance Number Allotment on Portal.
5. Preparation of Monthly EPF & ESI Challan Submission on portal.
6. Preparation of Monthly Submission of Returns.
7. Preparation of Arrear ESI & PF Challans.
8. Date of Exit update on EPF portal.
9. Full & Final Settlement of Employee.
10. Knowledge of Bonus Act And Gratuity Act Calculation.

- 11.Preparation of Monthly Inspection & Audit Report.
- 12.Preparation of EPF & ESI Inspection & Documentation ready.
13. Employees KYC updation & Missing Details & Exit Date Process.
14. Digital Signature setup process & Withdrawal process.
15. Handle other Misc work of PF & ESIC Related.
16. Individual PF Advance Claims Apply.
17. Individual PF Transfer Process & Approval.
18. Individual PF Withdrawal Claim Process.

Previous Company : LABOUR LAWS INDIA PVT. LTD.

Duration : Mar-18 to Jan-23

Profile : Payroll Executive & Compliance

Responsibility Roles:

1. Handling Multi Client.
2. Preparing and Maintaining Daily\Monthly Attendance & Leave.
3. Preparing Monthly Salary sheet in excel & Payroll Software.
4. New Joining PF & ESI Number Allotment on portal.
5. Preparation of Monthly EPF & ESI Challan Submission on portal.
6. Preparation of Arrear ESI & PF Challans.
7. PF & ESI Interest & Penalty Challan Submission on portal.
8. Knowledge of Bonus And Gratuity Calculation.
9. Full & Final Settlement of Employee.
10. Preparation of EPF & ESI Inspection & Documentation ready.
11. Employees KYC updation & Missing Details & Exit Date Process.
12. Solving Employer's PF & ESI Related Queries.
13. Handle other Misc work of PF & ESIC Related.
 - Employee UAN Activation & Register Mobile no.
 - Employee Name Change & Dob Change Request apply.
 - Individual PF Advance Claims Apply And Full PF Withdrawal Apply.
 - Individual PF Transfer Process.
 - Employee Esi card updation on site.

COMPUTER SKILLS

OPERATING SYSTEM: WINDOW 2007 & 10

MS-TOOLS: WORD, EXCEL, POWER POINT,

MS WORD:- Tables and all the Major Tools.

Ms EXCEL: Using Pivot Table, Vlook up, Hook up, Xlook up, Filter, Advance Filter, Subtotal,

Sorting, Data Validation, Flash Fill, Match Functions, Text Functions, Sum if, Count if, condition formatting, Flash fill, Subtotal, Concatenate, etc.

PERSONAL DETAILS		
Father's Name	-	Mr. Ram Swaroop
Gender	-	Male
Date of birth	-	28-Aug-1996
Marital status	-	Single
Nationality	-	Indian
Languages Known	-	Hindi & English

DECLARATION:-

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

(SACHIN KUMAR)