

## Curriculum vitae

### Personal attribute:

To contribute in the organization with best individual efforts in achieving Organization a goals and gain continuous self-development by learning and exposure of new assignments .

- **Full Name** : Saurabh Shukla
- **Father Name** : Mr. Avadhesh Kumar Shukla
- **Present Address** : Ganga vihar colony Mundera Prayagraj Uttar Pradesh
- **Contact No.** : +91-7054672201
- **E-mail Address** : saurabh40know@gmail.com
- **Date of Birth** : 18-07-1998
- **Marital Status** : Unmarried
- **Known Languages** :Hindi & English

### Educational Profile

EXAMINATION	BOARD/UNIVERSITY	YEAR OF PASSING
B.Sc	Allahabad State university	2021
12th	Uttar Pradesh Board	2016
10th	Uttar Pradesh Board	2014

### Work experience

- 1) IR.Assistant at Apex Infra link
- 2) Under Work in L&T CONSTRUCTION  
(01-03-2023 to Till now)

#### Project details:

•Govt.of India Scheme Namami Gange (Jal Jeevan Mission ) Chitrakoot Uttar Pradesh  
Company Project name Silauta Mustkil & Chandi Bangar Wss Chitrakoot Uttar Pradesh.

Company Project details 2 WTP ,2 Intel , 110 no.OHT ,35 CWR , Approx3500km pipe laying  
(project budget 969 Cr.)

#### Responsibilities:

- Wages Calculation (vendors)
- Security Management (Office & Site)
- Third party staff Management {Salary, PF , Bonus, F&F(Full & Final)}
- Daily , Monthly reports ( WMC reports ,MCR reports ,Workmen compliance, Dwr reports etc.)
- WMS Vs Pf remitted Sheets
- Statuary Report
- Half yearly & Annual Returns
- Clr-XX Register( Advance , Fine etc.)
- PF compliance S/c
- Own code entry S/c
- DLR reports( Daily Labour Reports -Workmen strength no.4675)
- Vehicle Hire & Dehire
- Service certificate staff
- Ps & Rs staff attendance Register maintain
- Sub contractors bill Clearance certificate
- Bocw licence , ISMW Licence,etc
- Audit reports maintain
- Departmental sheets

## **Skills**

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- EIP4.0(L&T Site portal), Outlook
- Wisa(L&T Site portal)
- Basic computer Knowledge ( Ms Excel, Ms word etc)
- SAP knowledge

## **Declaration**

**I hereby declare that the information furnished above is true to the best my knowledge.**

**Date:**

**Place:**

**(Saurabh Shukla)**