

Suraj Malick

Deputy Manager HR

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Address for Communication:

Andul - Mouri, P.S:- Santragachi

Dist :- Howrah - 711302.

Personal Information:

Date of Birth: 24th April, 1997

Sex: Male

Nationality: Indian

Marital Status: Unmarried

Languages: English, Hindi & Bengali

Educational Qualification:

Post-Graduation (Specialization in HR)

Symbiosis University

Marks – 76.35%

Year of Passing - 2024

Graduation (B. Com Hons.)

N.D COLLEGE (Calcutta University)

Marks – 42.22%

Year of Passing – 2017

Higher Secondary (Class XII)

SBDI School (Main) (WBCHE)

Marks – 62.4%

Year of Passing – 2014

Secondary (Class X)

M.K.C.I School (WBBSC)

Marks – 40%

Year of Passing – 2012

Professional Qualification:

- ❖ SAPHCM from MNP Skill Development Centre Year of passing – 2022
- ❖ Certified Industrial Accountant from ICA Edu skills Pvt Ltd Year of passing – 2017

Computer Proficiency:

- ❖ MS Office (Word, Excel, Power Point, Outlook)
- ❖ Advance Excel
- ❖ HRMS Software
- ❖ Matrix Software
- ❖ SAP-HCM

Place:

Date:

Career Objective

To be a successful, thereby contributing towards the growth of the organization and keep on gaining knowledge and experience.

Strength: Positive attitude of work and easy to learn a new thing.

Limitation: I feel restless if work is lying pending in my table.

Work History

Working as **Deputy Manager HR at Bazaar Style Retail Ltd**,
From 2nd January, 2019 to till date.

Job Description:

- ❖ Payroll management for more than 3500 employees through HRMS Software.
- ❖ Provides payroll information by collecting time and attendance records.
- ❖ Submits employee data reports by assembling, preparing, and analyzing data.
- ❖ Maintains employee information by entering and updating employment and status-change data.
- ❖ Attendance record and employee's leave keep maintain month wise at software.
- ❖ Full and Final sheet prepare month wise.
- ❖ Target incentive preparing as per store target.
- ❖ Maintain Salary register and CTC details month wise.
- ❖ HR audit handling.
- ❖ Yearly salary budget prepares as per organization standards.
- ❖ Prepare attractive payroll dashboard and analyzing the data.
- ❖ PF and ESIC related work like, UAN number and ESIC number Create, PF and ESIC challan generate and payment, PF amount withdrawal etc.
- ❖ Maintains quality service by following organization standards.

Worked as **Technical Support Consultant at LA Exactly Software Pvt Ltd**, From 12th June, 2017 to 28th December, 2018.

Job Description:

- ❖ HRMS Software Implement, Training and Support for various client as per their requirement (Domestic & International).
- ❖ Support to client for HRMS software relating any issues.
- ❖ Various report designing at HRMS software like CTC Statement, Salary Register, Payslip, Full & Final statement etc.

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Signature

