



ANKUR SRIVASTAVA

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Objective

Seeking an opportunity to work with an organization where I can perform my best with full commitment & devotion to work and also achieve all my objectives.

Education:

- Pursued MBA (HR) from Mahatma Gandhi University..
- Passed B.Com from Gorakhpur University in 2010.
- Intermediate from U.P. Board, Allahabad in 2007.
- High School for from U.P. Board, Allahabad in 2005

Computer Skills:

- Excellent Knowledge of MS Excel.
- Knowledge MS Word & Power Point.

Work Experience:

Working in SMC India Limited as Sr.Hr Executive (Hr Operations) from 11th Sept 2023 to till now at Dehradun.

Worked in PVR INOX Leisure Limited as Sr.HR Executive (HR Operations) from 15 Jan 2020 to 31st Aug 2023.

Worked in Arsha Infra Developers Pvt.Ltd as Sr Executive (HR Operations) from 07 Dec 2018 to 26 Nov 19.

- **Worked in Ample Leap Cognition & Technologies Pvt. Ltd as Sr Executive (Hr Operations) from 04 May 2018 to 05 Dec 2018.**
- **Worked in a Automobile Company from 07 January 2014 to 11 March 2018 in M/s. Sleek Brakes products Pvt Ltd as Hr Executive.**
- **Worked in M/s.Haldiram's Food Limited from 18 May 2013 to 25 December 2013 as Head Cashier.**

Hr Executive in M/s. PVR INOX Leisure Limited

Role and Responsibility

Statutory Compliances & Payroll:

- Delivering 'Pay-slips' with all statutory deductions & preparing 'Summary of Pay-slips' including leave calculation
- Submission of Challans for EPF & ESIC, monthly returns of EPF, basis in 'EPFO Online Software'.
- **Designing CTC for the employees.**
- Attendance management
- Processing **Monthly Salary & Overtime calculation**
- Leave management
- **Compiling Attendance from site workers & Processing Labour Payments.**

Hr Executive in M/s. Sleek Brakes Products Pvt Ltd

Role and Responsibility

Statutory Compliances & Payroll:

- Delivering 'Pay-slips' with all statutory deductions & preparing 'Summary of Pay-slips' including leave calculation
- Submission of Challans for EPF & ESIC, monthly returns of EPF, basis in 'EPFO Online Software'.
- Designing CTC for the employees.
- Attendance management
- Monthly salary making .Overtime calculation
- Leave management

EMPLOYEE ENGAGEMENT

- Keeping a track on employee turnover and exit rate.
- Taking initiatives to engage the staff to their work.
- Taking the surveys in order to understand their engagement level and accordingly take actions.
- Planning events or activities regularly.(esp. Birthday Parties)

EMPLOYEE MOTIVATION

- Sending motivational mails to staff on regular basis in the Morning.
- Strong report with all employees

EXIT FORMALITIES

- Helping the person to be relieved properly.
- Issuing relieving letter and letter of experience.
- Doing the full and final settlement for the person

ADMIN WORK Knowledge

- *Vendor Management.
- *Travel Management.
- *Store Management.
- *Transportation Management.
- *Tie ups- With Hotels, Car/Cab booking & other vendors in all major cities.
- *Manage complete facilities & General Administration.
- *Manage Housekeeping, Security, Assets, Water management, seat utilization, Storage, scrap disposal.
- *Ensure Statutory Compliance.
- *Day to Day Official Administrative work.
- *Coordination with internal department, , Finance, Marketing.
- *Coordinate with senior Staff/Team for better Time Management.
- *Manage Telephone, Electricity, Generator, Air conditioner- AMC, tonnage evaluation.
- *Keep Record of all Company Assets.
- *Manage Closure of offices, lease renewals, shifting of assets
- *Coordinate with all Contractor and Supplier for Purchase of Office Furniture, Equipment & Stationary.
- *Security and Facility Management (Security Guards, House-Keeping & Pantry Boys).
- *Maintaining Attendance & leave balance of all staff members

HR Executive/HR Recruiter

Responsibility

Recruitment:

- Getting Requirements from the Managers.
- Identified the resumes that best suit the client requirements, through various means like Job sites, Referrals, Contacts, Database, local Consultants, Cold calling etc.

- Sourcing CVs from different job portals like Naukri.com, Monster.com, Timesjobs.com etc.
- Scheduling candidates for the interviews through different modes.
- Maintaining Data Base and other required sheets

HR Executive /HR Trainee

Recruitment:

- Getting Requirements from the Managers.
- Identified the resumes that best suit the client requirements, through minimum various means like Job sites, Referrals, Contacts, Database, local Consultants, Cold calling etc.
- Sourcing CVs from different job portals like Naukri.com, Monster.com, Timesjobs.com etc.
- Scheduling candidates for the interviews through different modes.
- Maintaining Data Base and other required sheets

Hobbies

Sports, Meeting New People (Networking)

Personal Details

Father's Name	:	Sh Pradeep Srivastava
Permanent Address	:	Moh-Vishunpurwa ,Post-Gandhi Nagar Dist-Basti (U.P)
Date of Birth	:	19-05-1989
Martial Status	:	Married
Nationality	:	Indian
Language	:	Hindi, English

Declaration

I hereby declare that all the information provided above are true and to my best Knowledge.

Date:

Place :

(Ankur Srivastava)