

CURRICULAM VITAE

B. Lakshmi Chand

M C F 65, Pram Nagar

Yadav Colony, Ballabgarh

Dist. Faridabad Haryana

Mobile: 9910480892, 8588860224

Education Qualification:

- 10th Passed from Haryana Board in 1990
- 12th Passed from Haryana Board in 1993
- Two Year certificate course electronic Mech. 1995.
- B.A. Passed From M.D. University in 1998.

Professional Qualification:

- One Year Computer Course in Computer Application in 2002.
- Computer Operating Window 98, 7 & Window XP
- (Ms-Word, Excel, Power point, Internet & MS-DOS)

Strength:

- Positive attitude Dedicated & determined to work assigned task, Friendly Behavior.

Experience Of Earlier Company: -

- ❖ **M/s. Usha India Ltd**, 12/1 Mathura Road Faridabad.
Executive HR and Admin from May 2005 to 05 April 2008.
- ❖ **M/s “Super Screws Pvt. Ltd.” Plot no-30, Sector-24, Faridabad.**
Sr Executive HR & Admin 7th April 2008 to 4th August 2010.
- ❖ **M/s “Twenty-Four Secure Services Pvt. Ltd.” Plot no1 Saidulajab Saket New Delhi**
Assistant Manager HR 5th August 2010 to 31 May 2012.
- ❖ **M/s “Azure Hospitality Pvt. Ltd.” A-257 Okhla Industrial Area Phase 1 New Delhi - 110020,**
As a Payroll and Compliance Manager HR From 1st June 2012 to 31 July 2024.
- ❖ **M/s “Super Screws Pvt. Ltd.” Plot No-145, Sector-24, Faridabad.**
As a Payroll and Compliance Manager HR 5th August 2024 to Till Date.
- ❖

Reporting: Vice President HR

. Job Responsibility:

- ☞ I am salary Payroll processed within timely. We are using Visual Pay Software. (Five Companies and owner-one (2000 Employee)
- ☞ Recruitment Professional Staff for Indian and Pan Asian Cuisine for operation restaurants line Chefs, Head Chef, Commies, Stewards, Bartenders, Shift in charge, Captain and Managers and other Staff.
- ☞ We are recruitment process by posting job advertisements, screening applications, and scheduling interviews for various hotel positions for hotels and restaurants.
- ☞ We hire the candidates from job platform such as naukri.com, LinkedIn, job indeed, and social platform such as Facebook, internal sources and recruitment agencies and etc
- ☞ Review applications to shortlist candidates who meet the required qualifications and experience.

- ☞ We prepare and present a formal job offer to the selected candidate, including details about salary, benefits, and other terms of employment.
- ☞ I am prepared the salary and service charge and send to Account department for the processing the bank transfer.
- ☞ We are using Sahaj software for the attendance in Bio matric Machine.
- ☞ I am prepared the EPF, ESIC and L W F Challan in timely and send to account department for the payment
- ☞ We are maintaining the budget of HR & Admin.
- ☞ I am preparing to all formalities for the new joining employee and employee details upload to salary software.
- ☞ We are prepared exit formalities, full and final processed and send to account department and collect the cheque timely from account department.
- ☞ I am prepared all Returns (Minimum Wages, Factory Act, Payment of wages Act, Bonus, Gratuity, Contract labour Act.)
- ☞ I am checking the contractor salary and submitted bills to account department.
- ☞ We are force to contractor timely salary transfer to workers bank account.
- ☞ Wishes birthday and Anniversary and provide the Gifts.
- ☞ I am Liaoning with Government department like (Labour, EPF, ESIC, Health, Fire, MCD, Welfare, Police).
- ☞ I am Handling PF, ESIC and labour Inspections and Internal & external Audits.
- ☞ I am handling Labour cases and settlements like (Domestic Inquiry, Final Settlements)
- ☞ I am handling Health Insurance (Medi Claim) Workman Compensation & accidental Insurance Policies and Hospital
- ☞ I am Handling contractual manpower bills, Payments, Agreements and related compliances.
- ☞ I am Handling travelling bills, Mobile policy and Telephone and Mobile bills, Fooding bills,
- ☞ Provide support to staff in matters related to employment, and properly resolve the issues.
- ☞ Celebrate the festivals with all staff and organized some funny games.

Personal Details:

Fathers Name : Late Sh. Daya Ram
 Date of Birth : 20th October. 1974
 Marital Status : Married
 Nationality : Indian
 Languages know : Hindi & English
 Hobbies : Reading Books & News Paper

Salary Expected:

Date: _____

Place: _____

(B. Lakshmi Chand)