

Curriculum Vitae

Chetan Singh Rawat

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Objective

Looking for any entry into a world class, highly professional organization with challenging and competitive environment, where I can use my knowledge base as well as personal attribute to achieve the organizational goals

Experience Summary

05 Years experience in Human Resource & Admin activities

Present Experience

Working with **BSL Castings Pvt. Ltd.**

Designation &Duration :-

As a HR Executive from Jun -2023 to till date

Past Experience

M/s Shivalik Prints Ltd. a group of companies dealing in manufacturing & export of readymade garments as a HR Executive From March 2021 To Jun 2023

Maruti Suzuki Arena (TCS Autoworld, Faridabad) as a Jr. Hr Executive from Jan 2020 to Feb 2021

Payroll & Time office Management

- Maintaining Personal files of Employees.
- Maintain data base of joining employee
- Generate UAN no. , Esic no. , Pf no., left date in PF, prepare Esic card.
- Maintain personnel files of employee.
- Prepare resigns.
- Prepare man power report.
- Update leave and gate pass, miss punches.
- Monthly calculation & preparation of Salary Company & contractors.
- Making Daily Reports & other HR Activities also.
- Monthly submission of ESI & PF Challan & LWF return..
- Maintain Database of Full& Final settlement.
- Maintained General House Keeping, Administration / Security/canteen/pantry

Recruitment /Selection

- Handling Recruitment related activities
- Prepare Offer Letter, Appointment, Confirmation, Relieving Letter.
- Co-ordinate with contractor for manpower hiring.

HR & Admin Activities

- Support in maintaining record compliance
 - Maintain Record of committee.
 - Maintain record of training.
 - Update legal register record (monthly)
 - Check Maintenance, Security, ETP records and prepare it's supportive doc's.
 - Update all check lists.
 - Check waste records and prepare supportive doc's.
 - Support in preparing Committee election record.
 - Check calibration and test reports.
- Set up floors for compliance.
- Fire equipments inspection and record.
- Prepare Supportive doc's for HIGG and CTPAT Compliance.
- Update display boards.
- Maintained Staff & Workers Committee records like Canteen Committee, Works Committee, Grievances Committee, ICC Committee, Health & Safety Committee.
- PF & Esic Correction letter.

Academic Qualification

- MBA with specialization in Human Resources from Swami Vivekanand Subharti University in year 2023.
- B.COM(ASM)from M D University Rohtak in year 2014
- 12th from HBSE Board in year 2011
- 10th from HBSE Board in year 2009

Technical Education

- MS Outlook, MS Word, MS Excel, Note Pad & efficiency in browsing Internet etc.
- Typing speed of 34WPM (English)

Software

- MMC

Hobbies

- Internet surfing
- Interacting with people

Strength

- Innovative and learning attitude
- Creativity and positive attitude for excellence

Personal Details

Name	Chetan Singh Rawat
Father's name	Sh. Jagat Singh Rawat
Date of Birth	21-04-1993
Gender	Male
Language known	Hindi and English
Marital status	Married
Nationality	Indian

Date: -- --/-- --/-----

(Chetan Singh Rawat)