

## CURRICULAM-VITAE

**Ankit Kumar**

Email: [ankitpanwarkp@gmail.com](mailto:ankitpanwarkp@gmail.com) phone-9837604046/8218571035

---

### **Career Objective**

Dynamic and result Oriented HR with almost 7 year Experience in a Start Up Organization acquiring skills in HR Payroll, Recruitments, Employee Welfare, looking for an assignment in a professional environment with continuous learning and growth possibilities.

**Presently working in SIS Security at Dehradun Branch**

**Department: H.R**

**Role:** Compliance Executive

### **Job Responsibility:** All legal statutory compliance

---

- ❖ Preparation of salary, ESIC Challan, PF Challan, Gratuity etc.
- ❖ Submitted all yearly and half yearly annual return in CLRA Act-1971,Bonus return,Minimum wages return, Factories Act return etc.
- ❖ Maintain all register Muster Roll, Wages Register, Register of workmen, Wages Slips, Employment card, Register of deduction for damage and loss, Register of advance, Register of fines and overtime etc.
- ❖ Maintain all labour licence and all office legal documents.
- ❖ Maintain all personal file our employee and staff.
- ❖ Keep track attendance and wages of all employees.
- ❖ Keep all records and other documents.
- ❖ Recruit new employee.
- ❖ Arrangement of hotel,tickets booking,lunch and verification of bills for guests.
- ❖ Liase with various government authorities such as - Pf, ESIC, Factory inspector, government labour office and police department.
- ❖ Responsibility to provide Induction training for all new employee.
- ❖ Controlling and monitoring HK arrangements.

## **Working Aparajitha Corporate Services Private Limited, Jan-18 to 1 September 2019**

**Role:** Executive Personnel

**Job Responsibility:** Legal compliance CLRA Act-1971

- Registration of Principal employer RC
- Registration under BOCW Act (Contractor)
- Preparation and submitted Annual Return employer (BOCW, Minimum wages Act, Payment of wages Act, etc.)
- Preparation and submitted half yearly return under CLRA Act.
- Check all compliance documents on monthly (Muster Roll, Wages Register, Register of workmen, Wages Slips, Employment card, Register of deduction for damage and loss, Register of advance, Register of fines and overtime etc.)
- Check PF & ESIC Challan with ECR

## **Working XO Group (Infinity) June 2017 to Dec. 2018**

### **Work Experience**

**Organization:** RCM Group (Spring Dells). Bhagwanpur

**Oct 16 to May 17**

**Role:** H.R Assistant

**Department:** H.R

### **Work Experience**

**Organization:** Aglowmed Ltd. Bhagwanpur

**Sep 14 to Oct 16**

**Role:** Assistant- Personnel & Administration

**Department:** P&A

**Reporting to HR Manager.**

### **Payroll:**

Punch card daily downloads and Daily report through e-mail to Head office. Punch cards

Daily Man power record preparation and reporting

- To maintain all staff and workmen leave records.
- New Employee joining

### **Secondary Responsibilities:-**

### **Recruitments:**

- Collecting staff requisition from department head.
- Sourcing the candidates through Portals & placement service
- Calling shortlisted candidates for the personal round of interview.
- Conducting Exit Interview.

**Other Job Responsibility:**

- To assist making Wages & Incentives with Sr. Officer.
- Assist in preparation of Provident Fund & Employee State Insurance Corporation.
- Day to day checking of Staff and Workers attendance / over time.
- Maintaining Form – XII on daily basis.
- Calculation of Over time & Incentives accordingly.
- Daily / weekly / Monthly cleaning supervision.
- Proper arrangement of refreshment and Dinner for Staff & Workers.
- Controlling & monitoring of housekeeping arrangements.
- Proper checking of Gate pass, Muster card & Worker employment record.
- Maintaining of Workers leave record maintenance.
- Ensure minimum wages paid timely by contractors to their employees, Pf, ESIC contribution is paid time to time.
- Supervision of daily housekeeping activity.
- Ensure Staff and Worker welfare, Medical checkup records.
- Maintaining change room and its accessories arrangements.
- Responsible to provide induction training for all new entrants in Factory.

**Other Responsibility:**

- Yearly Workers Manpower Report
- Yearly Workers Earn leaves Report

**Work Experience****Organization: Hanung Toys & Textiles Ltd.****Feb 2014 to Aug 2014****Role: Time Keeper****Department: Human Resource****Reporting to HR Manager.****Payroll:**

Staff and Worker attendance / Over time record maintenance.

Punch card daily downloads and Daily report through e-mail to Head office. Punch cards.

- Maintaining leave records.

## **ACADEMIC CREDENTIALS**

- MBA from Subharti university (UP) 2021
- BBA from HNB Gharwal University, Shrinagar (Uttarakhand) in 2012.
- Intermediate from RMP Inter College, Gurukul, Narsan (Uttarakhand) in 2007.
- High school from RMP Inter College, Gurukul, Narsan (Uttarakhand) in 2005.

## **Computer Awareness:-**

- All Information & Awareness Computer Application: Ms Word, Excel, Internet.

## **HOBBIES & INTEREST**

- To listen songs
- To learn new words
- Listening music and Travelling

## **PERSONAL DETAILS**

Languages Known: Hindi & English.

Marital Status: Married

Date of Birth: 15/10/1988

Father's Name: Mr. Krishan pal

Permanent Address: vill-sakoti post-Gurukul, Narsan Haridwar, Uttarakhand Pin-247670