

ROHIT KUMAR

Saraffabad Sec.-73, Noida

Contact No: 8810620521,8271119345

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Professional

- ✓ DCA (Diploma in computer and Administration)
- ✓ Office Tool : MS-Office-2000 (Word, Excel)
- ✓ Advance Excel

Academic

- ✓ B.com. from CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY KANPUR U.P.(2016)
- ✓ Passed Intermediate from Bihar Board.(2013)
- ✓ Passed High school from Bihar Board.(2011)

Employment

Presently working with **M/S AJP Facility & Maintenance** as HR operation Manager since August 2020 to till date.

HR RESPONSIBILITIES:

- Prepare Salary Sheet
- Generate UNA & ESIC Of New Employee
- Generate Challan of PF & ESIC & Salary slip
- Work on wander Compliance and site compliance
- Co- ordinate With All site Team For Hiring New Employee
- Prepare Site Invoice and Billing process
- Prepare Wages Register & Leave Register
- Prepare to all new employee joining process and Reliving process
- Maintain new employee Document proper filing and record mentee.

OPERATION RESPONSIBILITIES:

- Co- ordinate With Vendors Related To Operation
- All site expertise in building maintenance, Utility monitoring, management of housekeeping, technical team account security , etc.
- All site commercial operations and audits of sites, CAM , WTP ,STP ,Sub stations, fire pumps ,cooling tower operations , LT panel vcb room etc.
- All site check to Noc document and AMC
- All site check to Odette reports and monthly team roster weekly off , attendance sheet weekly etc.
- All site check to day to day mention to log books
- All site night visit to monthly
- Site employee grooming check and briefing to company policy and site's responsibility
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Worked with **Colliers International** as a Club Admin manager since August 2019 to July 2020 site Pan Oasis sec.-70, Noida

Worked with **UFT** as a Club casher since June 2019 to July 2019 site cleo country sec.-121, Noida

Worked with **Novel Facility Pvt. Ltd.** as a Club executive since March 2017 to may 2019 site Pan Oasis sec.-70, Noida

Worked with **TVS Credit Pvt .Ltd.** as a Sales and Collection Excutive Muzaffarpur, Bihar Since Feb.2015 to Jan. 2017.

RESPONSIBILITIES:

- Responsible for overall full Club operation such as,
- Club booking, Club maintenance, club help desk activities, swimming pool operation, GYM operation, Yoga room, Billiards room patry hall etc.
- Prepair report of club
- Co- ordinate with all vendors related to club operation

Positive Attitude.

- ✓ Knowledge of Hindi & English Language.
- ✓ Good Management skills.
- ✓ Ability to accept challenges and enjoy taking responsibilities.
- ✓ Excellent analyzing abilities and clarity of technical concepts.
- ✓ Team spirited, Confident, Sincere and dedication towards work.

Personal Details

Father Name : Late. Arun Kumar Mishra

Marital Status :Married

Hobbies : Cooking

Permanent Address : Sarfabad,Sector-73,Noida-201301

Current Address :Sarfabad,Sector-73,Noida-201301

(Rohit Kumar)



