CURRICULUM-VITE

**SANJAY KUMAR.B**

Contact No: 7996769575

Email Id: sanjaykumarb1994@gmail.com

Objective:

Looking for an organization that provides an opportunity for growth in career by utilizing my skills to achieve the organization goals.

### Educational Qualification :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Name of the Institution | University | Year of Passing | Percentage |
| B.A | Maharaja’s College of Mysore | University of Mysore | 2017 | 63 % |
| P.U.C | M,G,S,V PU College Kollegala | Pre-University Board | 2013 | 52 % |
| S,S,L,C | Gvt, High School of Mulluru | KSEEB | 2011 | 48 % |

### Computer skill:

* Basic Computer,
* M.S Office & M. S Excel,
* Typing (Kan &Eng)

**Known Languages**

* **English,Kannada, Hindi.**

* **Telugu, Tamil.**

### Work Experience:

**1.Working as a Sr. HR-Executive Since Dec-2021**

Worked as Asst,HR Executive Since 20/07/2020 to Nov-2021

Punit Creations Bommanahalli, Bangalore-560068

**Roles &Responsibilities’**

* Handled monthly Payroll (Vidya Software)
* Handled Compliance Audit
* Handled All work related to PF& ESI
* Prepared settlement and Gratuity
* Handled all work related to attendance reports (Vidya software )
* Preparing various Letters Like offer letter, appointment letter, confirmation, experience/service certificate, reliving letter, etc
* Annual Leave Wages and Bonus Process.
* Prepared daily Absent and Late coming report & strength Report
* Maintained the Company Documents and all Registers
* Maintained Time Card and Muster roll
* Maintained the Register for the Compliance

\* Suggestion Box Register & weekly once checked

\* PPE’s Record

\* Risk Assessment \* Fire Alarm check list Record

\* Register of fines \* Fire Extinguisher Register

\* register of Deduction \* Accident Register

### Work Experience:

**2.**Worked as a **Ware House Incharge (Since March-2018 to June-2020)**

Pai International Electronics Pvt,Ltd. Bangalore-560068

**Roles &Responsibilities’**

* Handled Inventory (SAP Software)
* In word and Out Word.
* Stock Audit,
* Team Leading, OB and Ageging Analysis

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### Strengths:

* Good grasping ability - need minimum instruction.
* Sincere
* Positive thinking
* Hardworking and time sense
* Punctuality
* Friendly in Nature

### Hobbies :

* Reading Books
* Watching TV

**Personal Details:**

Name : **SANJAY KUMAR.B**

Father’s Name : Basavaraju

Address **: # 62, 2nd Cross,** Mulluru Village,

Kollegala Taluk,

Chamarajanagar Dist - 571442

Date Of Birth : 22- 11-1994

Sex : Male

Nationality : Indian

Marital Status : Single

**Declaration:**

I hereby declare that all the above statement are true and correct to the best of my knowledge belief.

Date: Signature

Place: **(Sanjay Kumar B)**