

CURRICULUM VITAE

Deep Chaurasiya

Address: H.No. 32, Dallupura, Pratap Chowk, Near

DharmShila Narayana Hospital Delhi-110096.

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CAREER OBJECTIVE

- To work for an organization that can provide an excellent, exciting and competitive work environment, so that I can enhance my skill and knowledge and be a valuable asset for the organization.

WORKING EXPERIENCE

M/s Prabhat Associates From Jan 2023 to 6 Nov 2024

Prime Plum Pvt. Ltd. From 21 Nov 2024 to till now

Worked as a HR Executive, seeing:

- Salary Preparation, Time Record, Attendance Records
- Opening Temporary ESI Card for New Joiners as applicable under ESI Scheme,
- Update KYC in PF & ESIC
- Generate New UAN for New Joiners as applicable Under PF Scheme.
- Leave Management, leave Record.
- Full & Final settlement of Ex-Employees {Including Bonus, Leave, Gratuity Maintaining Compliance Register
- Prepare the Documents of Inspection of ESIC & PF.
- Preparation & Returns filing of ESIC and EPF Return filing
- Prepare monthly working, challans deposit of ESIC & EPF

COMPUTER SKILL

- **Operating System** : Windows
- **MS-Office** : MS Word and MS Excel

ACADEMIC QUALIFICATION

- B.A. passed from Purvanchal University in 2023.
- 12th passed from UP Board in 2019.
- 10th passed from UP Board in 2017.

ACHIEVEMENTS

- Learned the process practically in very less time in first job.
- Got several appreciations from Manager for demonstrating commitment

and meeting timelines.

STRENGTHS/COMPETENCIES

- *Quick Learner*
- *Effective Team Player*
- *Responsible*
- *Self-motivation.*

PERSONAL DETAILS

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|--------------------------|--|
| ▪ Name | : <i>Deep Chaurasiya</i> |
| ▪ Father's Name | : <i>Sh. Vijay Chaurasiya</i> |
| ▪ Mother's Name | : <i>Smt. Rita Devi</i> |
| ▪ Date of Birth | : <i>20th November 2002</i> |
| ▪ Gender | : <i>Male</i> |
| ▪ Marital Status | : <i>Unmarried</i> |
| ▪ Languages Known | : <i>Hindi & English</i> |
| ▪ Nationality | : <i>Indian</i> |

Place:

Deep Chaurasiya

Date: