

# RESUME

## **Vijay Kumar Verma**

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### **PROFILE SUMMARY:**

Seek better growth opportunities and challenging environment, where my talent can be best used. To work as the team member in a team which believes to work in a competitive and dynamic environment, to keep adding value to him and simultaneously contribute to the growth and success of the organization and institution.

### **EDUCATIONAL QUALIFICATION:**

#### **1) Secondary Examination**

Institution	:	Jagannath H.S Excellence Mandla
Percentage	:	44.17%
Year of Passing	:	2011

#### **2) Hr. Secondary Examination**

Institution	:	Bapa VSMHS School Bhua Bichhiya, Mandla
Percentage	:	65%
Year of Passing	:	2013

#### **3) Degree in B.A (RDVV).**

Institution	:	Rani Durgavati Vishwavidyalaya, Jabalpur
Percentage	:	55.89%
Year of Passing	:	2016

#### **4) Additional Qualification**

	:	<b>D.C.A</b> (Diploma in Computer application)
Institution	:	Makhanlal Chaturvedi National University, Bhopal
Percentage	:	67.67%
Year of Passing	:	2014

### **EXPERIENCE:**

<b>Total Work Experience</b>	:	<b>3 Years 2 Month</b>
Company Name	:	Larsen and Toubro LTD.
Project Name	:	UGDS to Naya Raipur Project (STP & PIPELINE), Chhattisgarh
Duration	:	July 2014 to till now
Designation	:	Industrial Relations officer (IR) (Admin department)

## **JOB RESPONSIBILITIES:**

- Providing inputs & maintaining records of workmen and departmental staffs in **EIP – WMS module**
- Maintain records as per statutory requirements.
- Preparation of **Annual Returns and Process** for submission of FORM III
- **Application & Renewal for License** - FORM IV & VII
- **Preparation PF Statements** of Workmen on Monthly Basis with FORM V & X and forward to the RO.
- Preparation ESI Statements **of** Workmen on Monthly Basis.
- Register of workmen Employed by the contractor - FORM XIII
- Employment Card – FORM XIV
- Service Certificate – FORM- XV
- **Register of Wages – FORM XVII**
- Register of Deduction for Damages or Loss – FORM XX
- Register of Fines –FORM XXI
- Register of Advance – FORM XXII
- Register of Overtime Wages – FORM XXIII
- Preparation of **Half Yearly Returns Under Contract Labour (R&A) Act – FORM XXIV**
- Register of Bonus–FORM ‘C’
- Register of Unpaid Wages
- Register of Accident & First Aid
- Resister of Attendance of Workmen and submit to the management on daily basis.
- Full & Final Settlement of workmen
- Well Knowledge for Maintain various Registers as per **Contract Labour Act 1970**
- Preparation of Labour Reports and submit to the top management on daily basis.
- Responsible for facilitating labour welfare.
- Maintain Conveyance vehicles Log books strictly on daily basis and process for billing.
- Responsible for solving various Labour related issues.
- Local arrangements for labour supply for departmental works.
- Keep records of S/c workmen and TRL workmen.
- Prepare bills and effect payment of TRL workmen.

**Self-having good practical knowledge of EIP operation in IR admin department and Stores**

## **PERSONAL DETAILS**

Date of Birth	:	3 <sup>rd</sup> July, 1994.
Sex	:	Male
Father's Name	:	Mr. Hemchand Verma
Marital Status	:	Unmarried
Religion	:	Hindu
Languages Known	:	Hindi, English

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

**Yours faithfully**



**Vijay Kumar Verma**

Jabalpur

26.10.2017