

## **David Peter**

[mail2david4@gmail.com](mailto:mail2david4@gmail.com)

9156740383 / 8446589040

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I believe that I possess a unique mix of experience and skills that can definitely help to the company. Experience, skills and abilities that I can offer your company include:

- 1 Excellent communication (written & oral), ability to handle pressure;
- 2 Professional, sincere, hardworking and a positive attitude;
- 3 Experience working effectively in a dynamic, multi-tasking environment.

The enclosed resume provides more details on the above, as well as on other experience, skills, and abilities that I posses.

If required to contact me earlier, please do not hesitate to call: 9156740383

Thank you for your time.

Respectfully Yours,

**David Peter,**

### **Enclosed: My Resume**

#### **Objective:**

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, i think it will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

#### **Educational Qualification: -**

S.S.C.from [Maharashtra Board, Pune].

H.S.C. (science) from Pune [Maharashtra Board, Pune]

MS office with A+,[Maharashtra Board, Pune].

NCC Naval Wing B Certificate.

#### **Computer Skills:**

##### **With the Microsoft Word:**

- Worked with advanced styles and AutoFormat features, linking styles.
- Use graphic effects such as dropped capital letters and clip art, insert WordArt, and draw in a document.
- Worked with very large documents that require a table of contents, footnotes, endnotes, and cross-references.
- Manage and track document changes, using highlights and comments.

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- Insert multimedia elements in a Web Page.
- Manage Macro commands, create dialogue boxes, and understand the notions of Visual Basic Application programming.

### **With Microsoft Excel:**

- Customize the work area.
- Use advanced functions (Names, VLOOKUP, IF, IS).
- Work with Pivot Tables.
- Use spreadsheet Web components.
- Manage Macro commands: concepts, planning, operations, execution, modification, interruption.
- Use personalized toolbars.

### **With Microsoft PowerPoint:**

- Create a template and work with a Design template.
- Work with graphics, animation and multimedia, inserting movies and sound.
- Work with the Office Suite to create slides from an outline and send slides to Microsoft Word.
- Customize PowerPoint toolbars and automate the slide production.
- Use AutoCorrect and the Style Checker.
- Build interactive presentations, using hyperlinks, creating interactive objects, working with Slide Show options, and using the Meeting Minder.
- Explore online meetings and broadcast presentations.

### **Experience:**

#### **Worked with SIS India Ltd, As a Office/HR Executive from Last Dec 2012 To 11th June 2017**

- Responsible for entire Recruitment and Selection Process.
- Organizing inductions and training for new employees.
- Maintaining employee personnel files.
- Assessing compliance risk, identified root cause of compliance exceptions, and developed corrective action plans to ensure effective enterprise-wide internal controls are in place.
- Completing monthly and quarterly regulatory reports.
- Preparing all compliance documents as per client requirement.
- Dealing with employee complaints and grievances (PF & ESIC Related) .

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### **Worked with G4S AS BRANCH HR-SUPPORT.**

**From-12th June 2017 to 10<sup>th</sup> April 2018.**

- OVERALL HR PROCESS.
- Overall Compliances.
- Audits -internal as well as external. Collaborate with external auditors and HR when needed
- Proactively auditing processes, practices and documents
- Educating and training employees

### **Currently working with Kapila Ventures Pvt Ltd. As HR & Admin Manager.**

**From 16th April 2018 to till date.**

- Developing and administering human resources plans and procedures that relate to company personnel.
- Planning, organizing, and controlling the activities and actions of the HR department.
- Contributing to the development of HR department goals, objectives, and systems.
- Implementing and revising a company's compensation program.
- Creating and revising job descriptions.
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts.
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counselling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

#### **Extra Activity:**

- Certificate of Customers Success from Cummins India Ltd.

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- Certificate of Skill Track Training Cummins India Ltd.

- **Key Strengths in soft skill:**

- I always believe to keep myself calm and humble,
- I always respect the opposite person and I think this is my plus point and keep me apart from all others.

### **Personal Profile:**

Name:	:	David Peter Metre
Date of birth	:	10 Jan 1993
Father's name	:	Peter Metre
Gender	:	Male
Marital Status	:	Single
Languages Known	:	Hindi, Marathi, English and kannada, all with reading and writing
Hobbies	:	Reading Bible Any-time, Playing Chess, Night Riding.
Nationality	:	Indian
Address	:	Wadgaonsheri, pune-411014

### **Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:** Pune

Sincerely  
(David Metre)