

CURRICULUM VITAE

Sunil Kumar Verma (M.B.A in HR & Mkt)

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OBJECTIVE:-

I wish to associate myself with an organization where there is ample opportunity for growth. To share, contribute and upgrade my knowledge for development to self and the organization served. I am ambitious, optimistic and pro-active.

EDUCATIONAL & PROFESSIONAL QUALIFICATION:-

- High school passed from U.P. Board in 1999
- Intermediate passed from U.P. Board in 2001
- Graduation (B.A.) passed from C.C.S. University in 2005
- 2006-2008 – M.B.A. Completed in HR & Marketing from U.P. Technical University Lucknow (IIMs Meerut) with 62% marks.
- CCC DOEACC Certificate passed (2018).

PERSONALITY STRENGTH:-

- Determination, Sincerity, Analytical Skills And eagerness to learn & Search.

CURRENT STATUS:-

- Presently working as a HR Executive Manager in (HR Deptt.) in M/s Shri Nath Ji Motors Private Limited (Tata Motors) Shahibabad Ghaziabad since 15 December 2013 to October 2018.

PREVIOUS EMPLOYERS:-

- Worked with M/s as A HR Executive (HR Deptt.) in Endurance Technologies Pantnagar (Rudrapur) since 05 June 2010 to 8 December 2013.
- Worked with M/s Micro Turners Private Limited in Pantnagar (Rudrapur) as a Management Trainee in (HR Deptt.) since 15 January 2009 to 2 June 2010.

COMPANY PROFILE:-

- Endurance Technologies Ltd. Manufacturing the Crank Case, Cylinder Head & Suspensions etc.

JOB RESPONSIBILITY:-

Key Skills :

HR & P&A Processes like Recruitment, Orientation, Training & Development and Man Power Handling, General Administration, Supervision of Canteen & Transportation.

Job Profile as Recruitment Personnel :-

Managing the recruitment cycle from screening to selection.

- Understanding the requirement of the departments.
- Analyzing the position & team situation.
- Screening profiles & contacting candidates.
- Handling first round of HR interview in order to judge the candidate's Suitability, attitude, academic & professional qualifications, experience. Communication skills etc. before processing.
- Coordinating /Scheduling Interviews.
- Also maintaining a systematic & comprehensive database.
- Issuing of offer letter & appointment letter.

JOB PROFILE AS A ORIENTATION & INDUCTION PERSONNEL:-

- Joining formalities of the new joiners.
- Collecting relevant documents in accordance with the company compliance.
- To design the induction calendar for the new joiners & accordingly conducting it.
- Conducting Induction Presentation for the new joiners about the organization. Its values, mission, structure, functions, people & processes.
- Introducing the new joiners to the respective team leaders & other members.
- Catering of all the problems faced by new joiner.

TRAINER PROFILE:-

- Providing Trainings on Company Orientation/Induction. 5-S, Health & Safety, Mock Drills etc.

JOB PROFILE AS A EMPLOYEE OFF BOARDING PERSONNEL:-

- Communication of exit process.
- Providing relieving & experience certificates.
- Ensure proper handover – taking over clearance form.
- Conducting exit interviews & provides detailed feedback to the management.

JOB PROFILE AS A SUPERVISION OF CANTEEN & TRANSPORTATION PERSONNEL:-

- General supervision & review of the canteen regularly

- Managing the transport facilities for all the shifts.

Authorities:-

- To control absenteeism & issue absent recall notice to workmen.
- To issue the service / any letter to workmen.

Achievements:

- Facilitated the Employee grievances handling procedure in the company.
- Facilitated the Employee referral policy in recruitment.
- Fast Learner
- Execution of Employees Satisfaction Survey within the organization.

INDUSTRIAL TRAINING:

- One & half month training in RAUNAQ AUTOMOTIVE COMPONENTS LTD. Gajraula in 2007.

PROJECT REPORT:

- A Study of HR practice in RAUNAQ AUTOMOTIVE COMPONENTS LTD. Gajraula in M.B.A

FIELD OF INTEREST :

- Human Resource Management
- Marketing Management

PERSONAL DETAILS:-

Name	:	Sunil kumar verma
Father's Name	:	Veer Singh Verma
Date of Birth	:	08 th July. 1984
Marital Status	:	Married
Gender	:	Male
Nationality	:	Indian
Religion	:	Hindu
Language Known	:	Hindi & English

Date:

Place

(SUNIL KUMAR VERMA)