

CURRICULUM-VITAE

VIVEK KUMAR

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CAREER OBJECTIVE

To play a resourceful role in organization and developing human resources of business organizations that will contribute towards meeting organization's business objective. Procurement seeks a challenging position in HR/Welfare in a professional environment, which allows **creative freedom**, **scientific approach** and offers **practical challenge**.

Work Experience

- Currently working with M/s **Luxra Enterprises Pvt. Ltd.**, Mr-10 Behind Shopping Complex Dlf Phase-1 Gurgaon As Sr Hr Executive July-2017 to Till Handling All Govt. Tender compliance Like Esic PF Monthly Work Audit Attend And handling Sub Contractor work also payroll process and monthly Compliance.
- Worked with M/s **Laxmi Enterprises Pvt Ltd**, (A Labour Law Firm companies Esic, PF, and labor License work & Bocw Work) R K Ashram Saheed Bhagat Singh Marg Jain Bhawan 1st floor As Hr Executive from Jan 2016 To May-2017

Academic Qualification

- **Professional** One Year Diploma in Computer course from Creative Computer New delhi-110096
- **Computer Literacy** Proficiency in Window, Operating System.
MS – Office (Word, Excel & Computer Operating & Internet Surfing)

HR Functional Experience:

On boarding and Induction

- Managing the whole process of on boarding of a new employee.
- Taking care of Joining formalities, making induction schedule and orientation programmer.
- Issuing Offer Letter, Appointment Letter, Confirmation Letter, Transfer Letter and other Misc. Document.
- Maintaining Personal Files of the employees and employer,
- Compliance Document as Per Required Clients

Employees Provident Fund & Miscellaneous Provisions Act, 1952

- Monthly uploading of UAN
- Monthly Online filling of ECR File
- Generate Challan and deposit on time
- Documents prepared for PF Inspection

- PF Settlement /PF withdrawal / form Submission,
- Pf Related issue handling
- Withdrawing PF in form 19 & 10c
- Making yearly PF return and submitting to PF office.
- Upload employee kyc Details.
- Filling All PF Form as form 19,10C,10D,20,13,31 and 15GH
- I W Return Filling Monthly On Time

Employees State Insurance Act, 1948

- Generate TIC of New Employees
- Generate ESI Challan and deposit on time
- Documents prepared for ESI Inspection
- ESIC Related issue Handling
- Compliance audit document prepaid
- Filling Accident Report
- Registration Esic Sub Code
- Esic Maternity Benefit

Monthly Work

- Managing Office Time & Attendance Management System
- Daily Performance Review, Late Coming, Daily, weekly & Monthly Absenteeism monitoring, Monthly Muster roll, Overtime Hrs.
- Preparing Month Salary Sheet
- Prepare Employee salary slip indent card, Etc.
- Prepare Pf Challan & Esic Challan

Compliance Structure

- Prepare Damage Register, fine. advance. Leave Etc.
- All returns Like CLRA, Mw, LWF, Bonus,
- Prepare All Audit & Inspection Document

Exits & Full & Final Settlement

- Taking Care of Exits formalities.
- Issuing Relieving Letter, Termination letter, Experience Letter, No dues certificate and other formalities related to Exit of an employee.
- Preparing Full & Final settlement of the employee and make payment on time.

Registration Knowledge

- Employees Provident Fund Registration
- Employees State Insurance
- Labor License Registration
- DSC Knowledge

Educational Qualification

- B.A Pursuing from Delhi university(2nd Year)
- 12th Passed from C.B.S.E Board
- 10th Passed from C.B.S.E. Board

Personal Details

Father's Name	:	Mr Raj Kumar Verma
Date of Birth	:	30/06/2000
Marital Status	:	Single
Language known	:	Hindi, English

Date:

Place:

(VIVEK KUMAR)