

CURRICULAM VITAE

NAME: MANTU KUMAR

Address:-

Mantu Kumar

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CARRIER OBJECTIVE

- To be a part of good reputed professional company where I can work diligently to achieve organizational goals.
- Continual improvement in efficiency.
- Interact with people working around me as team player.
- Successful handling of my work assignments.
- To obtain a position in an export-import company as a supervisor with huge background of experience and managements skills.

ACADEMIC QUALIFICATION

- B.S.C. IT passed from Magadh University. With percentage in 68%
- Intermediate Passed from B.S.E.B Patna. With percentage in 58%
- Matriculation Passed from B.S.E.B Patna. With Percentage in 65.06%

PROFESSIONAL QUALIFICATION

- I have got Computer Typing Speed is 55wpm /Min. of English.
- I have got Computer Typing Speed is 30 Wpm/Min. of Hindi.
- Computer Hardware maintained Network LAN WAN etc.
- Installation & configuration of a company's computer hardware operating systems and applications.

COMPUTER SKILL

- Web Designing: HTML, CSS, Javascript.
- Programme: C,C++, Data Structure.
- Computer fundamental and Operating System, DOS, M.S.Office, Excel, Outlook, M.S.Access, PowerPoint Etc.

WORKING EXPERIENCE

Company Name:	➤ Law Consults
Designation:	➤ Administrative Assistant cum Computer Operator
Skills.	Database Administrative work, Data Entry, Excel, Word, Computer Hardware, and Network maintains and Printer, Scanner. Some others Professional Work. Also I am able to do Bank Related work.
Job Responsibilities.	<ul style="list-style-type: none"> ➤ Coordinate and maintain records for staff, telephones, parking and petty cash. ➤ Provide general administrative and clerical support including mailing, scanning, faxing and copying to management. ➤ Retrieve documents from filing system. ➤ Maintain electronic and hard copy filing system. ➤ Open, sort and distribute incoming correspondence ➤ Perform data entry and scan documents. ➤ Manage calendar for Managing Director as per Manager advice. ➤ Coordinate maintenance of office equipment. ➤ Assist in resolving any administrative problems. ➤ Run company's errands to post office and office supply store. ➤ Answer calls from customers regarding their inquiries. ➤ Prepare and modify documents including correspondence, reports, drafts, memos and emails. ➤ Schedule and coordinate meetings, appointments and travel arrangements for Managers. ➤ Maintain office supplies for department. ➤ Some others works.
Date of Joining:	02.06.2014
Experience:	5 Years 2 months.

Company Name	Visual Technologies India Private Limited
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Designation	Data Operator
Employee ID	7176
Job Responsibilities	Hr. Admin, Account, Legal Work, EPFO and ESI
Hr. Admin Work	Offer letter, Relieving Letter, Appointment Letter, ID-Card, Warning Letter, make compliance, Some Other works .
Account Work	Make Salary at-least 120 Employee's every month through Sajal Payback Software ; manage leave, Advance Salary, TDS, Attendance, Add New Employee, Exit Employee, Generate Report of current month, Add Conveyance, do work as per under company policy. And do some others works
Legal Work	Affidavit, Rent Agreement, make Annexure/Exhibit as per LODE.
EPFO Work	<ul style="list-style-type: none"> • Handle Employer site, • Filed Every month PF contribution for Five Companies • Every month filed PF Contribution of Employees before 15th of days of month. • If any Employees request to Employer for approve through Digital Signature(DS). • Exit Member, Register New Member, Approve missing Details, Approve KYC seeded by member. • Payment (ECR) Upload ECR, Download ECR. • Change Basic details of Employees and approved through E-Sign/Digital Signature(DS) some other works related to EPFO and Member login portal. • Any Employees request for fund transfer claim then approved by Digital Signature.
ESIC	<ul style="list-style-type: none"> • Handle ESIC contribution of every month before Date of 15th for Six Companies • Filled Employees working days in ESI site and generate challan for ESI payment. • If Employee left the company then fill reason of employee and put no. of days working is zero. • If join new employee then add new employee for ESI. • Generate challan and pay month's contribution. • And some others work related to Employee's State Insurance Corporation(ESIC)
Join/Leave	31-08-2020 to till date

CTC/annum	Rs.2,40,000/-
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DOCUMENT DETAILS

- Valid Passport
- Driving License
- Pan Card
- Addhar Card
- Qualification Certificate.
- Birth Certificate

LANGUAGE KNOWN:

Hindi, English

HOBBIES:

Reading Book, Playing Cricket, Chess and playing Card.

PERSONAL DETAILS:

Father's Name : Rameshwar Prasad
 Data of Birth : 16th-Jan.-1994
 Marital Status : Single
 Nationality : Indian

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for correctness or the above mentioned particulars.

Place: New Delhi

Date:

Mantu Kumar