

Curriculum Vitae

ARVIND NAUTIYAL

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OBJECTIVE:-

To undertake challenges, expand experience and seek opportunities to develop a career in Human Resource development and personal management, Apply diverse experience and knowledge to make a significant positive contribution towards the company continue personal development to enhance career advancement potential.

EDUCATIONAL QUALIFICATION:-

- Senior Secondary education from U.K board in 2007.
- Higher secondary education from U.K board in 2005.
- Graduation from H.N.B.G.U in 2009.

PROFESSIONAL KNOWLEDGE AND SKILL:-

- Good knowledge of computer, MS office, MS Excel, internet and Hindi typing.
- Self-motivated with positive and practical approach.
- Like to accept new challenges.
- Confidence, creativity and interpersonal skills.
- Ability to lead as well as work with people as a team..

LANGUAGES KNOWN:-

- Hindi, Garhwali, English.

HOBBIES:-

- Cricket & Singing Song.
- Walking in the hills Area.

WORK EXPERIENCE:-

GCC Pvt Ltd Sriganganagar (RJ)

"Construction of 6-lane access controlled Greenfield Highway from Km 53+000 to Km 88+000 of Sangariya (Near Chautala)- Rasisar (near Bikaner) Section of NH-754K as a part of Amritsar- Jamnagar Economic Corridor in the State of Rajasthan on EPC mode under Bharatmala Pariyojna (Phase-1) (AJ/SR-Package -3)".

06 Jul 2020 To Till Date

| | | |
|---------------------|---|---|
| Project | - | 06 Lane Bharatmala Road Project Pkg-03 NH-754 |
| Organization | - | GCC Pvt. Ltd. |
| Department | - | HR |
| Designation | - | Executive (HR) |

Dilip Buildcon Ltd Bhopal (MP)

India's well-known Corporate Services Company & a service industry based in India and provides facility management services and manpower services to large corporate in India.

04 Jan 2020 To 05 Jul 2020

| | | |
|---------------------|---|---|
| Project | - | Bundelkhand Expressway Six Laning to Km 45.000 of UPEIDA in the State of Uttar Pradesh under NHAI. |
| Organization | - | Dilip Buildcon Limited. |
| Department | - | HR |
| Designation | - | Executive |

08 Nov 2017 To 02 Jan 2020

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|---------------------|---|--|
| Project | - | Four Laning of Kathghora-Shivnagar Section of NH-111 from Km 82.000 to Km 162.000 of NH-111 in the state of Chhattisgarh under NHAI (National Highways Authority of India) Phase IV on BOT(Toll)on DBFOT (Design-Build-Finance-Operate-Transfer) Pattern. |
| Organization | - | Dilip Buildcon Limited. |
| Department | - | HR |
| Designation | - | Executive. |

24 Aug 2016 To 06 Nov 2017

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|---------------------|---|--|
| Project | - | Four Laningof Shivpuri to Guna Section of NH-3 from Km 0.000 to Km 30.000 of NH-3 in the state of Madhya Pradesh under NHDP (National Highways Development Project) Phase IV on BOT (Toll) on DBFOT (Design-Build- Finance-Operate-Transfer) Pattern. |
| Organization | - | Dilip Buildcon Limited. |
| Client | - | Ircon International Ltd Shivpuri-Guna Toll Road Pvt. Ltd |
| Department | - | HR |
| Designation | - | Executive (AMS) |

08 Nov 2014 To 23 Aug 2016

| | |
|---------------------|---|
| Project | - Four Laning of Gwalior to ShivpuriSection of NH-3 from Km 0.000 to Km 125.000 of NH-3 in the state of Madhya Pradesh under NHDP (National Highways Development Project) Phase IV on BOT (Toll) on DBFOT (Design- Build-Finance-Operate-Transfer) Pattern. |
| Organization | - Dilip Buildcon Limited |
| Client | - Essel Gwalior-Shivpuri Toll Road Pvt. Ltd. |
| Department | - HR |
| Designation | - Executive (AMS) |

Windlass Steel Crafts Dehradun (UK)

07 Jun 2012 To 12 Sep 2014

Experience of Maintain Labor Attendance Sheet and Payment Sheet.

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|--------------------|--------------|
| Department | - ATTENDANCE |
| Designation | - Supervisor |

ACHIEVEMENT:-

- Arranging **Security Guards, Drivers, Operators, Mechanic, Helper** for Company Requirements.
- Maintaining Employee **Attendance, Leave Record, Preparing Salary Sheet, No Dues (Exit)** Processing in **SAP** (Systems, Applications & Products in Data Processing).
- Generate New Join Employees **ESIC & EPF** (UAN) .
- Daily attendance tracking thru **Bio metric machine**.
- Employee New joining database details send on day to day base to corporate office.
- Attrition analysis, Retention plan for attrition control.
- EPF withdrawals of left Employees and PF Nomination
- Distribute Declaration Form, FORM -16, Salary Cheque, HRA Cheque.
- Co-ordinate and ensure attendance for all **Daily Wages Labour & Sub-contractors Labour**.
- Day to Day Updated Daily Wages Labour & Sub-contractors Labour Attendance In **SAP**.
- Maintain Daily Wages Labour Payment Sheet.
- Checking Daily Wages Labour & Sub-contractors Labours, Adhar Card, Age Certificate & Bank Details.
- Insist to Employees for open Salary Account & Co-ordinate with Bank Executives.
- Maintain Mess Diet Sheet & Mess Management Facilities Checking.
- Supervision of Site Workers Supervisor Engineers & Labours Work.
- Manage Location Wise Security Guards Duty & Inspection of Guard Duty.

PERSONAL DETAIL:-

Father's Name : Shri Trilok Chandra Nautiyal
Birth Date : 5th July, 1988
Gender : Male
Marital Status : Unmarried
Religion : Hindu
Mother Tongue : Hindi
Nationality : Indian
Net Payment : 26000/-

DECLARATION:-

I hereby declare that the above given information is true and best of my knowledge.

DATE-31.08.2021

PALACE – JOSHIMATH (U.K)

Arvind Nautiyal