**RESUME**

**VIRENDRA KUMAR**

E – Mail – [kumarhappy130@gmail.com](mailto:kumarhappy130@gmail.com)

Phone - +91-7500118880

**Near about Four Years experience looking for a position in Human Resource**

**Objective Carrier**

* A challenging growth oriented position in a progressive organization, where my technical skills are effectively utilized to improve operation and to contribute to organization success.

**Work Experience**

* **Presently Working in Basic education Department dated 03-07-2013 as a Computer Anudeshak (Computer Operator).**

**(April 2011 to June 2013)** Working with **M/s SHREE KRISHNA PAPER MILLS & INDS LTD NEW DELHI (HEAD OFFICE)** as **Assistant in HRA & Administration Department.**

**Company Profile**:-

The **M/S SHREE KRISHNA PAPER MILLS & INDS LTD.** is certified by ISO: 9001: 2008

**Product Range** –

**Papers** - Manufacturing of Writing and Printing Papers with Coating Paper, News Print, Thermal Paper, Colour Kitchen Kraft Paper & Cast coated paper.

**JOB PROFILE:-**

* **Personnel- Time Office, Payroll & Others.:-**
* Daily & Monthly Attendance Report, All types leave Records.
* Wages & salary Preparation in Visual Pay.
* Completed joining formalities.
* Handling Attendance, wages, OT.
* **Administration:-**
* Head Office Problem.
* Housekeeping.
* Order Housekeeping Consumables/Stationery/Printed Material.
* Dispatch, Courier, Xerox, Scanning Services.
* Monitor office renovation, Repair/Maintenance works.
* HR Compliance Documentation.
* MIS report of admin.
* Material receipt, delivery.
* All Bills Processing.
* Handling the HR responsibilities (like recruiting, joining formalities, Induction and Filing Work).
* **M.I.S Report:-**
* Man Power Planning & Monthly Manpower status.
* Analysis of over time record & OT controlling.

**(Feb 11, 2009 to April 20, 2011)** 2.2 years experience working in M/s **SHREE SHYAM PULP & BOARD MILLS INDS. LTD**. as HRA & Administration Deptt. as Time Keeper.

**Company Profile**:-

The **M/S SHREE SHYAM PULP & BOARD MILLS & INDS LTD.** is certified by ISO: 9001: 2008

**Product Range** –

**Paper :-** Manufacturing of Writing and Printing Papers with Chromo Paper, Art Paper.

**Key Responsibility**

1. Day-to-Day Administrative work, Maintaining and Updating Personal Files and Records

* Preparation of Daily Absenteeism/Single punch/late arrival reports.
* Handling grievances related to salary, attendance etc.
* Maintaining register and records.
* Manage transport activities, travel, Courier movements, and billing related to same.
* Preparation and Updating of MIS.
* Preparing NRGP, RGP, GPIP & GPIS.

**Technical Skills**

Operating System : Windows- 98/2000/XP.

Office Suit : Ms- Office (Word, Excel, Power Point, Outlook Express), D.T.P. (PageMaker, Photoshop and CorelDraw) **(Hindi and English Typing), ERP working, Payroll Software working, Ms Outlook.**

**Educational Credentials**

**Academic Qualification:**

* BCA from Kumaun University Nainital in 2010.
* Intermediate (PCM) Passed from U.P. Board Allahabad in 2006.
* High School passed from U.P. Board Allahabad in 2004

**Personal Details**

Father’s Name : Sh. Suresh Chandra

DOB : 20 April, 1990

Nationality : Indian

Language known : English, Hindi,

Hobbies : Playing Cricket, Listening Music.

Expected : Negotiable

I here to declare that all the information am true. I am willing to relocate any where in India

**Permanent Address:-**

Virendra Kumar S/o Sh. Suresh Chandra

Vill Seekampur, Post Ramnagar Latifpur, Tehsil Tanda, Dist Rampur UP Pin 244925.

**Date :**

**Place :**

**(VIRENDRA KUMAR)**