# CURRICULUM VITAE

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# RAHUL GIRI

**Mob. +91-7982264797**

**Mail ID. Rahulgiri2030@gmail.com**

**CAREER OBJECTIVES**

Intended to work with a progressive organization that provides an ample opportunity to explore my knowledge & skills towards the growth of the organization.

**KEY SKILLS:**

* Knowledge of Joining formalities of related to HR Department
* Filing ESI & PF return
* Solve ESI PF issues
* Generating of ESI & PF Number of New Employee
* Manpower Solution ( Through Contractor)
* Knowledge of MS Excel, MS Power Point, MS word, Email Writing
* Knowledge of E-way Bill

**PROFESSIONAL QUALIFICATION**

* B.COM (H) from Delhi University in the year of 2018.
* Intermediate from Board of UTTAR PRADESH in the Year of 2015.
* Matriculation from Board of UTTAR PRADESH in the year of 2013.

**WORK EXPERIENCE**

**Currently I am working as HR Assistant in Archies LTD Since 2018 . I have also worked in CA Firm for 6 months. I have worked on Clear tax and GST Software to solve the Input tax credit (ITC) related problems.**

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| **Organization** | **Archies Limited** |
| **Industry Type** | **Greeting Cards** |
| **Designation** | **HR Assistant & Get assistant** |
| **Tenure** | **June 2018 to June 2019** |

**JOB PROFILE**

* **Working on Clear Tax( little bit knowledge of Gst and Tally )**
* **Having knowledge of Time Management (Savior)**
* **Conducting interviews of New Employee**
* **Responsible for documenting of all documents of New Employee**
* **Maintaining all kinds of register related to HR department and under factory act**
* **Working with Senior Admin to locate the factory & worker’s problem**

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| **Organization** | **King Management Solution** |
| **Industry Type** | **Manpower Service** |
| **Designation** | **HR Executive** |
| **Tenure** | **June 2019 onwords** |

* **Handling Employee Records**
* **Filing ESI PF returns**
* **Solving ESI PF related problems**
* **Preparing Salary Sheets**
* **Preparing bill of Salary sheets**

**PERSONAL PROFILE**

Father’s Name : Janardan Giri

Date of Birth : 18/08/1998

Sex : Male

Nationality : Indian

Religion : Hindu

Marital Status : Unmarried

Languages Known : English, Hindi

Address : Bhuwana Bujurg, Azamgarh,

STATE-UttarPradesh-276405

**DECLARATION**

I here by declare that the furnished above are true to the best of my knowledge and belief.

**Place : GURGAON RAHUL GIRI**

**Date :**