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| **Contact Information** Permanat Address Vibhu Dev  #264, Sector –V Pushp Vihar,New Delhi.  Pin Code- 110017     * **: +**91-9810201572   *Correspondence Address*  *#610, Sector –V, Pushp* Vihar,  New Delhi.  PIN CODE- 110017  **E-Mail**  dev84.vibhu@@gmail.com  Personal Data  Name : Vibhu Dev  Sex : Male  Nationality : Indian Marital Status: Single D.O.B. : 22-03-1979  Languages : English,  Hindi | Vibhu Dev  Objective  Looking forward to work in an organization, which can contribute my interpersonal analytical skills and provide me the opportunities to be an efficient administrator by utilizing my creative potentials in this global world?  Work Experiences  Current Status:  Presently working as a **Asst. Manager HR/Administration** in **Gopsons printers Pvt. Ltd.** New Delhi From 22/04/2016 to 20/12/2016  Current Profile:   * Short listing the candidates and conducting screening interviews. * Coordinating the selection process for any profile. * Calculation of salary. * All statutory compliances related to PF, ESI, Gratuity, and Bonus etc. * Maintain employee Relations & Communicate with the employees and resolve their day to day issues including benefits , vacations, appraisal etc. * Handling all Legal cases(P.F ,E.S.I, Factory Act , Labour Court etc) * Handling vendors for facility, security, cabs, property   consultants, travel agents, hotels.   * Processing payments of vendors, electricity, rent & phones * Preparing and dispatching offer letters and other information to candidate. * Organizing induction and orientation programmes for newly hired executives, including handing over appointment letters. * Coordinating new hires for completing joining formalities * Promotions, Compensation benefits, Disciplinary action, Nature of job, conditions of work, Leave & Attendance etc. * Communicating company policies & procedures to employees. * Liaising with Factory Act, labour Court. ESI, PF officers. * Carrying out Audit Compliance. * Looking after House keeping, Office Maintenance, Security. * Carrying out ESI and PF Inspections * Contractor’s license   Worked as a **Asst. Manager HR/Administration** in **Leading Point Powertronics Pvt. Ltd.** New Delhi From 14/02/2013 to 15/03/2016.   * Short listing the candidates and conducting screening interviews. * Coordinating the selection process for any profile. * Calculation of salary. |
| **Interests**  Interactions with People,  Team Building &  Traveling  **Hobbies**  Enlarging social circle, exploring new ideas, Interacting with professionals, Internet surfing and Listening to all kind of music. | * All statutory compliances related to PF, ESI, Gratuity, and Bonus etc. * Maintain employee Relations & Communicate with the employees and resolve their day to day issues including benefits, vacations, appraisal etc. * Preparing and dispatching offer letters and other information to candidate. * Organizing induction and orientation programmes for newly hired executives, including handing over appointment letters. * Coordinating new hires for completing joining formalities * Promotions, Compensation benefits, Disciplinary action, Nature of job, conditions of work, Leave & Attendance etc. * Communicating company policies & procedures to employees. * Liaising with Factory Act, labour Court. ESI, PF officers. * Carrying out Audit Compliance. * Looking after House keeping, Office Maintenance, Security. * Carrying out ESI and PF Inspections * Contractor’s license * Liaising With TATA Motors & DTC Officers   Worked as a **Asst. Manager HR/Administration** in **Mayor International Ltd.** New Delhi From 10/02/2011 to 31/01/2013.   * Maintain employee Relations & Communicate with the employees and resolve their day to day issues including but not limited to: benefits, vacations, and appraisal etc. * Preparing and dispatching offer letters and other information to candidate * Organizing induction and orientation programmes for newly hired executives, including handing over appointment letters. * Coordinating new hires for completing joining formalities * Understanding the educational & skill requirement s for job vacancies in the organization and searching the candidates who meet the required profile. * Handling All compliances. * Short listing the candidates and conducting screening interviews. * Looking after FRRO & Visa for foreigners & employees * Processing payments of vendors,electricity,rent & phones * Coordinating the selection process for any profile. Promotions, Compensation benefits, Disciplinary action, Nature of job, conditions of work, Leave & Attendance etc. * Handling all P F, ESI and IR matters relating registration and submission of documents such as Forms and Annual Returns, to concerned Authority. * Preparing Appointment Letters, Offer Letters, Relieving letters etc * Maintaining Personal Files of Employees. * Handling accounts and bank work of office. * Looking after general administration of office. * ESI,PF Inspections * Communicating company policies & procedures to employees. |

Worked as a **HR Manager** in **Orange Fashion Designs Pvt. Ltd. Gurgaon,** one of the leading Italian buying house.

**(From 21/11/2005 to 31/01/2010)**

* Maintain employee Relations & Communicate with the employees and resolve their day to day issues including but not limited to: benefits, vacations, and appraisal etc.
* Preparing and dispatching offer letters and other information to candidate
* Organizing induction and orientation programmes for newly hired executives, including handing over appointment letters.
* Coordinating new hires for completing joining formalities
* Understanding the educational & skill requirement s for job vacancies in the organization and searching the candidates who meet the required profile.
* Handling All compliances.
* Short listing the candidates and conducting screening interviews.
* Looking after FRRO & Visa for foreigners & employees
* Processing payments of vendors,electricity,rent & phones
* Coordinating the selection process for any profile. Promotions, Compensation benefits, Disciplinary action, Nature of job, conditions of work, Leave & Attendance etc.
* Handling all P F, ESI and IR matters relating registration and submission of documents such as Forms and Annual Returns, to concerned Authority.
* Preparing Appointment Letters, Offer Letters, Relieving letters etc
* Maintaining Personal Files of Employees.
* Handling accounts and bank work of office.
* Looking after general administration of office.
* ESI,PF Inspections
* Communicating company policies & procedures to employees.
* Worked as a **HR Executive** in **Purohit Associates Noida,** one of the leading Italian buying house.

**(From 21/11/2005 to 31/01/2010)**

* Handling all P F, ESI and IR matters relating registration and submission of documents such as Forms and Annual Returns, to concerned Authority.
* Preparing Appointment Letters, Offer Letters, Relieving letters etc
* Maintaining Personal Files of Employees.
* Handling accounts and bank work of office.
* Looking after general administration of office.
* ESI,PF Inspections

Academic record

**BACHLER OF ARTS (B.A.)**

IT Skills

Having good knowledge of Microsoft office and Excel

Knowledge of E-commerce.

Competencies

* Friendly with an upbeat attitude.
* Ambitious, hardworking and committed to excellence.
* Committed to deadlines and schedules.
* Work effectively and flexibly with diverse groups of people.
* Good Communicator.
* Charismatic with positive Attitude.
* Fast learner and adapt changes and pressures in workplace.
* Able to relocate and travel as needed.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Delhi Vibhu Dev

**FULLY CAPABLE OF CONTROLLING FOLLOWING AREAS OF ANY BRANCH / OFFICE / FACTORY**

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| **Admin.** | **Personnel/HR** | **Audit compliance** | **Liasion** |
| Office up keeping  House keeping  Control on security | Recruitments  Interviews appointments | Maintaining of all record according the compliance | With all govt. depts.  MTNL / DVB / DDA |
| Maintenance of  office equipment | Personnel File according to audit  Compliance | Floor marking  Fire and safety  Fire Drill  Fire NOC | With local PF/ESIC/  Labour Depts. |
| Maintenance of  office decorum | Attendance Machine Downloading | Attendance and attendance card  wages record of all staff/wages slip | With any other relevant  Depts. |
| Social welfare | Leave records | First Aid Certificate and training | P.P.C. Co-OR |
| Co-Ordination Opening of new branches | EPF  ESIC  License Office | Production record /store record etc. | Very Helpful in Production planning |
| Safety of building material | Statutory |  | Timely Procurement |
| Transportation | Bonus |  | Timely executions |
| Guest relations, | Increments |  |  |
| Local Purchases |  |  |  |
| Car financing |  |  |  |