**RESUME**

|  |  |
| --- | --- |
| **SUMIT MALIK**  **Mob :**07037082270, 8171804099  **E-mail :sumitmalik0099@gmail.com** |  |

**OBJECTIVE**

To grow and attain a respectable position in prestigious growth-oriented organization aiming at maximum skill utilization and professional growth so that I can provide a better platform to my carrier as well as organization.

**SNAPSHOT**

* **Master of Human Resource Development (MHRD)** FROM**C.C.S. University Campus, Meerut (U.P.).**
* Possess strong communication and inter personal skills.
* Very innovative and a voracious reader with a very wide spectrum of knowledge.
* A dynamic HR Professional with experience in Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare and Administration.
* Experience in distinction of planning, supervising and participating in various seminars, conferences and problem-solving, including being able to identify issues and resolve programs in a timely manner.
* Manpower management & recruitment process entailing resume generation, screening and short-listing with appropriate compensation
* Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and Overseeing the completion of compensation and benefit documentation.
* Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
* Successful at motivating staff through clear communication and outstanding organizational skills.
* A quick learner with the ability to work in as a team, flexible and organizes things with optimistic way for the betterment of the organisation.

**WORK EXPERIENCE**

* Working with `**CWPL Pvt. ltd. Shamli'** as HR EXECUTIVE From **2nd April 201**8 to **till now**.

DUTIES AND RESPONSIBILITES:-

- Part of Manpower management & recruitment process team.

-Screening and short-listing with appropriate compensation.

-Providing prompt resolution of employee grievances to maintain cordial management-employee relations.

-Implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams.

- Processing payroll, which includes ensuring vacation and sick time are tracked in the system.

- Maintaining current HR files and databases.

- Providing solution on time office administration, Statutory compliances, housekeeping & Gen admin.

* Working with `**Bajaj Motors limited Pantnagar'** as HR EXECUTIVE From **1st  Feb 2017** to **11th March 2018**.
* Working with **'Bhagirth Paryash Foundation -India**' as Dist. Coordinator in social marketing of reproductive health service **8th July 2011** to **11th Dec. 2013**.

**ACADEMIC CREDENTIALS**

**MHRD** C.C.S. University Campus, Meerut 2010

**M.Sc.** D.A.V. College, Muzaffarnagar 2008

**B.Sc.** D.A.V. College, Muzaffarnagar 2006

**12th** Ch. C.S. Inter College, MZN 2003

**10th** Jain Inter College, MZN 2000

**TRAINING PROFILE**

* One-month **Human Resource Management** training in ITC Pvt. Ltd., Saharanpur.

**COMPUTER**

* Basic Knowledge of Computer (MS Office) & Internet.
* Knowledge of Windows Operating System.

**STRENTHS**

* Quick Learner
* Good team Worker
* Optimistic

**HOBBIES**

* Gardening
* Trekking
* Swimming

**PERSONAL DETAILS**

**Father’s Name :** Mr. Vedpal Singh Malik

**Date of Birth :** 17th July, 1986

**Languages :** English, Hindi

**Marital Status :** Unmarried

**Permanent Address :** H.No-155, Maldabag,

Shahpur, Distt-Muzaffarnagar

PIN-251318

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

**SUMIT MALIK**