**CURRICULUM VITAE**

**Shashank Chauhan**

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**CAREER OBJECTIVE**

To pursue a growth oriented career with a progressive company that provides a scope to apply my knowledge and skills that would help me contribute my best to the organization.

**PROFILE SUMMARY**

• A dynamic HR Professional with **over 5+ years** of experience in **Recruitment, Performance Management, Compensation & Benefits, Payroll, Employee Welfare and Administration**

• Proficiency in **manpower management & recruitment process,** screening and short-listing with appropriate compensation

• Merit of providing **prompt resolution of employee grievances** to maintain cordial management-employee relations

• Experience in implementing **HR systems and policies,** conducting training programs towards enhancing employee productivity and building committed teams

• Successful at motivating staff through clear communication and outstanding organizational skills

**AREAS OF EXPERTISE**

* STATUTORY & LEGAL COMPLIANCES: EPF,ESIC,BONUS,GRATUITY
* DESIGINING OF SALARY BREAKUP ON CTC CONCEPT.
* DESIGINING OF SALARY BREAKUP ON GROSS CONCEPT.
* ATTENDANCE& LEAVE MANAGEMENT
* PAYROLL PROCESSING
* MIS EXCEL IN ADVANCE
* PMS,EMPLOYEE RELATION ,EMPLOYEE ENGAGEMENT
* HR REGISTERS,HR POLICIES,
* KRAs, KPIs
* JOINING &EXIT FORMALITIES,RECUIRTMENT,T&D
* APPLICABLE ACTS, LAWS AND LITIGATION

**EMPLOYMENT DETAILS**

1. **Jan’18 – Till with Prabh Dayal Om Prakash Infrastructure Limited. (Sheetal Group-Sheetal Water Tanks),Netaji Subhash Palace Pitampura, Delhi as Manager HR.**

**Key Result Areas:**

• Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives

• Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.

• Carrying out induction / orientation program to the new recruits.

• Developing & maintaining MIS reports and other operation reports which involve processing daily attendance, updating leave records, permission slips, etc.

• Ensuring adherence to the statutory compliance with respect to establishment

• Process payroll for employees

• Recruitment and Selection.

• Daily Attendance record and employee leave management

• Submission of all kinds of Return associated with Statuary Compliances.

• Taken out part in Company Audit by PF, Labour and Other Departments.

• Maintenance of Statuary Registers.

**(2) Aug’ 15 – Nov’17 with Supreme Logistics Solutions Pvt. Ltd., Delhi as Assistant HR Manager.**

**(3) May’13 – Mar’15 with Surjeet Sons Construction, Sonipat**

• Worked as HR and Administrative executive on part-time basis.

• Reporting to Project Manager and assisting in weekly activities

• Staff Salary and labour payment

• Maintained all mandatory reports and records to be necessary for organization in administrative department

• Processing Vendor billing and payments.

.**EDUCATION**

Post Graduate Diploma (PGD) – HRM from Symbiosis Centre of Distance Learning (Persuing)

2015 B.Tech (automobile) from Lingayas University, Faridabad and secured 1st division marks

2011 Intermediate (Science) from CBSE Board with 1st division marks

**Modules Covered:**

• HRM, HRD, Industrial Relations, Organizational Behavior, Labour Law, Labour Welfare, Training & Development, Social Work, Computer with HRM, etc.

**PERSONAL DETAILS**

Father’s Name: Mr. Naresh Kumar

Date of Birth: 22nd July, 1994

Languages Known: English & Hindi

Address: V-725, St. No.- 9, Vijay Park, Delhi-110053

Date: 13th April, 2019

Place: Delhi (Shashank Chauhan)