

**SOMI MALIK**

(Commerce Graduate)

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**CAREER OBJECTIVES**

Seeking an opportunity in Human Resource Department with great enthusiasm and to exercise the knowledge and understandings gained academically during the time of pursuing the master degree and further to grow and excel my analytical skills to take the new challenges with my hard work, smart work, honesty, loyalty and punctuality and further to do justice and continuous value addition, with my innovative approach, to the job profile offered to me in your organization.

**ACEDMICS' QUALIFICATIONS**

- Pursuing M.Com in final year awaited result.  
**(From Maharshi Dayanand University, Rohtak)**
- Commerce Graduate:- Nov 2020  
**(From Maharshi Dayanand University, Rohtak)**
- 12<sup>th</sup> Schooling:-Nov 2016  
**(From Board of School Education, Haryana)**
- 10<sup>th</sup> Schooling:-March 2014  
**(From Board of School Education, Haryana)**

**COMPUTER KNOWLEDGE**

- MS office including MS word, MS Excel & MS Power point.
- Internet

**EXPERIENCE**

- At present work in Jasch industry Ltd.
  - Manage all HR related tasks for a 350+ employee manufacturing industry including payroll processing, employee benefit program documentation, interviewing, training and on boarding new recruits.
  - Knowledge of PF, ESIC, LWF, SALARY in excel and working in offline or online payroll software.
- Manpower Management for day to day basis as per requirement.
- To Monitor and Maintain all the Time Office Activity.
- Knowledge and Maintain all type of Registers like CL, EL& SL, Wages , White – Wash, Muster, Adult and Accident register etc.

- Ensure timely payment of salary to employees and wages of the workers.
- Resolves the problems regarding during the execution.
- Formalizing the Induction process of new recruits & Maintaining and updating personal records of employee.
- Preparation of full and final statement and Complete Exit formalities.
- Generate and submit PF, ESIC related Challan as per statutory requirements.
- Make e- pehchaan card (TIC) and distribute to employee.
- Beneficiary insured person detail like as : entitlement, contribution detail.
- Handling complete recruitment cycle i.e from sourcing till hiring the suitable candidate e.g sourcing and screening resumes, scheduling and interviewing candidate negotiation, fixing the grades, making of salary fitment.

### STRENGTH FACTORS

- Team working skills
- Good Communication Skills
- Punctuality and transparency
- Innovative Approach

### HOBBIES

- Reading Books
- Playing & Cricket
- Watching TV debates

### PERSONAL PROFILE

Father name	:	Satish Malik
Date of birth	:	15 <sup>th</sup> August, 1999
Gender	:	Male
Religions	:	Hindu
Marital Status	:	Single
Nationality	:	Indian

### DECLARATION

I do hereby the declare that the statement made in this document are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

**Place: - Sonapat**

**(Somi Malik)**

