

SUMMARY

- **Managing a role of Senior Executive in HR department for Softage Information technology Limited.**
- Handling End-to-End HR and Accounts activity.
- Coordinating all aspects of a HR and Accounts process: Employees hire process, ESIC, PF and Gratuity, Day to day expenses, branch budget, vendor relationships, team communications.
- Experience in handling HR activities involving planning, scheduling & accounts.
- **Experience of Managing 30+ offices in Haryana Circle.**

KEY RESPONSIBILITIES

- Responsible for hire good candidates.
- Responsible **to review the day to day operations activity** with team, **team action tracker apart of day to day activity for work efficiency, escalation tracker with root cause of error.**
- Responsible for **making and Analysis of MIS Report** (Requirement of employees at Offices, prepared ESIC, PF and Gratuity files of employees, Timely prep left and active employees data, budget file and analyse daily expenses at offices.)
- Responsible for timely submit **employees attendance at head Office.**
- Responsible to reconcile vendors account.
- Responsible of awareness of health and safety.
- Responsible of prepared salary sheet.
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ORGANIZATIONAL EXPERIENCE

Since July'2011: Softage Information Technology Limited, senior Executive in HR department.

Key Result Areas:

- I have taking care Haryana branch.
- Track attendance all 30 offices through Biometric and prepared salary sheets.
- Complete PF and Gratuity forms for left employees
- Prepared ESIC data of employees and organized ESIC camps.
- Organized training programs for improve employees work efficiency.
- Prepared petty case book and branch budget.
- Prepared 30 offices day book and allocate budget as per expenses.
- Hire employees.
- Prepared Vendors record on monthly basis.

Since December'2017: Krishna Technologist Pvt. Ltd.

Key Result Area:

- Prepare salary sheet.
- Generate UAN and ESIC no.
- Taking care ESIC and EPF.
- Prepared CLRA (Muster Roll, advance Register, Accident register, Overtime register ETC.)
- Fill PF form.

Key Expertise & Strength

- Quick learner having a high sense of responsibilities with team leading capabilities.
- Ability to multi task and work under pressure.

ACADEMIC ACHIEVEMENTS

- **CCS University**
B.Com (2008)
- **Sunder Deep Groups of Institutions Ghaziabad**
Master of Business Administration (2011)

IT SKILLS

- Well versed with MS Office (Word, Excel & PowerPoint) and Internet Applications

TRAININGS

- Leadership skills Training at SoftAge, Delhi
- Time Management Training at SoftAge, Gurgaon
- Health and safety training at Softage, Gurgaon.

KEY PROJECTS EXPERIENCE

- Successfully launch 30 offices and hire more than 300 employees within a month in Haryana.
- Successfully Launch **Biometric Project @ Haryana.**
- Timely launching of **UAID Project @ Haryana.**

PERSONAL DETAILS

Date of Birth: 30th December 1986
Address: Vill-Mausamgarh P.O-Naya Gaon Dist-Bulandshahr UP 203001
Languages Known: English & Hindi