

Vishal Kumar

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Professional Summary

Motivated Process Associate – HR Coordinator with expertise in data analysis, process automation, and technical support. Proficient in Python scripting, SQL, and data reporting to enhance operational efficiency. Seeking a challenging role to contribute technical and analytical skills to a dynamic organization.

Professional Experience

Process Associate – HR Coordinator | Quess Corp Limited, Mumbai | May 2025 – Present

- India's leading business services provider with PAN-India presence.
- Generating offer letters and detailed salary breakups for associates.
- Handling and resolving associate queries related to payroll and HR documentation.
- Maintaining HR data and onboarding documents.
- Developed Python tools for automating document and salary breakup generation.

MIS Executive | Spare Care Solution, Delhi | Feb 2024 – Dec 2024

- Analyzed inventory data from Tata's DMS for performance reports.
- Created Python automation scripts reducing manual work by 30%.
- Generated reports for Spare Part Managers (SPMs) improving operations.
- Handled Hyundai & Kia reporting tasks accurately and timely.
- Installed and managed tools: Python, MS Office, Windows, etc.
- Automated WhatsApp alerts for timely updates and team communication.

Sales Executive | HGS Global, Delhi | Dec 2023 – Feb 2024

- Achieved sales targets through effective product promotion.
- Resolved customer issues with quality service.
- Focused on outreach to expand client base.

Projects

Document Tools App (Python)

- Created a full document management app with GUI (tkinter).
- PDF tools: Merge, Split, Convert to Word, Compress (High/Balanced/Low).
- Excel tools: Merge, Split (multi-sheet, by value), data integrity maintained.
- Includes DPI/image quality control, compression statistics, and batch support.

Salary Calculator App

- Generated Excel-based salary structures using Python.
- Skill- and state-wise breakup logic with PF, ESIC, TDS handling.
- HR automation tool integrated into daily workflows at Qess Corp.

Automation Scripts for Team Productivity

- Automated order management, PO adherence, and order tracking systems.
- Developed scripts for compiling reports, managing reserve stock, and tracking pending GRNs.
- Integrated WhatsApp notifications for team task updates and alerts.

Education

- LLB (Ongoing) – VBPSU (TDPG Jaunpur) (2024–Present)
- Bachelor of Commerce – CMP Degree College, AU Prayagraj (2018–2022)
- O Level (NIELIT) – In Progress (M3: Python)
- CCC Certification – Completed
- 12th – TD College, Jaunpur (2016–2018)
- 10th – SKGN Inter College, Lalganj Azamgarh (2014–2016)

Certifications

- Data Analytics Course (Tutodude) – Completed 05/02/2025
- Power BI – Basic data visualization
- O Level (NIELIT): MS Office, Web Development, IoT

Skills

Technical: Python (Basic), SQL, Data Analytics, MS Excel, Power BI, HTML, CSS, JavaScript, Kali Linux, IoT (Basic)

Soft Skills: Analytical Thinking, Problem-Solving, Time Management, Team Collaboration, Customer Service

Strengths

- Strong attention to detail and data accuracy
- Efficient multitasking and time management
- Effective problem-solving with innovative solutions
- Collaborative team player with excellent communication skills

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.