**SURESH GEHLOT**

**Plot no: 152,153 bhairuchowk,Sumerpur**

**Distt:Pali (Rajasthan)**

**INDIA**

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| **EXPERIENCE** |

* Worked as HR Manager / General Manager /Administration Manager in Janscopper Pvt.Ltd. (Daman & Diu ) from march 2004 to 2016

12 Yrs. Experience Strong experience in talent management, PMS, employee welfare, Grievance management, rewards and recognition.

**S U M M A R Y**

* 12 years of experience in a manufacturing / engineering industries in managing the overall finance, accounts & Commercial functions with Strategy Planning, Project & Working Capital Finance, Profit Centre & Fund Management, Budgeting, Accounting, MIS, Cost control, Direct & Indirect Taxation and Statutory Compliance across the tenures.
* Handled HR department, account department, Sales and purchase department.

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         Bachelor's degree Bachelor's degree with 12 years related experience and/or training  or equivalent combination of education and experience.

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| **SKILLS KNOWN** |

* MICROSOFT OFFICE
* MS-EXCEL
* TALLY MANUFACTURING

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| **PERSONAL PROFILE** |

Father’s Name : Mr. MOOLRAM GEHLOT

Date of birth : 28/07/1983

Gender : Male

Nationality : Indian

### Marital Status : Single

Language Known : English, Hindi, Gujrati, Marwadi

**Language Skills :**  Ability to read, analyze, and interpret the most complex

documents.  Ability to respond effectively to the most

sensitive inquiries or complaints.  Ability to write

speeches and articles using original or innovative

techniques or style.  Ability to make effective and

persuasive speeches and presentations on

controversial or complex topics to top management,

public groups, and/or boards of directors.

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| **INTERESTS/HOBBIES** |

* Listening to music
* Watching Movies
* Travelling

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| **DECLARATION** |

I hereby declare that the above particulars are true in every respect and nothing has been concealed or

Withheld by me.

SURESH GEHLOT

**Portfolio on Request ⚫ Available for Relocation**