

CURRICULUM -VITAE

Rohit Kumar

Nya Gao sector-87 Noida Phase-II
Mob: -9142655879

Career Objective:

Seeking challenging career in the field of personnel department and being a member of creative team. Taking responsibilities and contributing meaning fully to growth and progress of organization.

Professional Summary:

A highly motivated and dedicated professional with close to 2 years of progressive and significant experience in the HR Department. I have good skills and the ability to resolve challenging issues.

Working experience: -

- **M/s Magnolia Martinique clothing Pvt Ltd.**, B-211, PH-II, Noida as an Assistant HR from June- 2021 to August-2023
- Currently working with **Super Overseas Pvt Ltd** B-16 Hosiery Complex an H R Executive from September -2023 to till Date

Key Responsibilities of HR:

- Take care of joining formalities of employees.
- Inducting the new Joiner about the company's policies.
- Maintaining Attendance register, leave register & Wages register.
- Maintaining Salary through MMC Soft System & Excel.
- Online Registration of Employees in ESIC & EPF registration.
- Responsible for payroll process for entire Staff, Worker & Contractor.
- Maintaining Factory Acts Registers and Records.
- Prepare H.R reports and Presentations like MIS report, Absenteeism report, & late coming report employees

Administrative Work Responsibilities:

- Verification of Vehicle running & conveyance records.
- Managing the House Keeping activities.
- Conduct inspection of overall office and floor.
- Maintaining Security handling function.

Academic Qualification

- High School from Sitamarhi Board 2019.
- Intermediate From Bihar Board 2021.

Computer Skills

- Microsoft office (word, Advance Excel)

Personal information

Father's Name	Anil Rai
Date of Birth	15 th August 2002
Gender	Male
Material Status	Unmarried
Language Know	Hindi & English

Expectation & Benefit: -

Performance	Highly motivated to understand duties and responsibilities to Achieve goals.
Goal	To Systemize Human force for achieving organization objectives and goals.

Declaration

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

Place

(Rohit Kumar)