

# AJAY KUMAR

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Current Location – Talod, Ahmadabad.

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## HR PROFESSIONAL

*Seeking challenging positions across the Industry*

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### CAREER OBJECTIVE

To become an integral part of the work process, be considered a valuable team member and ultimately facilitate professional growth. As well as being punctual, trustworthy, detail oriented, effective communicative skills, strong organizational skills, ability of working under pressure and fast paced environment

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### PROFESSIONAL EXPERIENCE

#### GROSPINZ FABZ LTD.

Aug'18-Till date

#### HR Officer

##### Job Responsibilities:

- Time Office management
- Preparing PF Challan.
- Preparing ESIC Challan.
- Bonus And Gratuity Calculaton.
- Payrolls and Salary administrations.
- Maintained and Organizes various types of committee and training such as work committee, Internal Complaint Committee(ICC), Canteen Committee, Grievances Reddressal Committee, Environment, Health & Safety Committee, Fire & safety committee, PPE Training, ISO 9001:2015 Awareness ,GOTS,OCS & GRS Standard Training, Induction Training
- Maintaining Service record, Salary record & accommodation record of total employees.
- Handling all attendance, over time (OT), shifts of plants.
- Maintained all employee files/documentations.
- Preparation of all HR Letters such as offer letter, joining letter, termination letter, relieving letter, experience certificate, confirmation letter, etc.
- Employee Grievance Handling.
- Format preparation for Audit.
- Joining formalities.
- Complete Exit formalities.
- Maintain all the applicable registers like-Attendance Register, leave with wages register, Accident Register, Muster Roll, Salary and Wages register, Overtime register.
- Handling the IR related issues like Conflict Management, Hour and Wage Issues, Annual Leave Disputes & Timekeeping and Attendance Issues

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## **EDUCATION**

M.S.W, Vishisht school of management, Indore- (4<sup>th</sup> sem)

Graduation From RKDF college of Engineering, Bhopal With 68%

12<sup>th</sup> From G.N.M College , Bihar Board With 62%

10<sup>th</sup> From H.P.D Jain School , Bihar Board with 65%

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## **COMPUTER KNOWLEDGE & PERSONAL SKILLS**

- MS-Office
  - Good communication skills
  - Leadership quality
  - Team player
  - Adaptive in nature
  - Polite and soft spoke
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**Father's Name: - Sh. Sudershan choudhary**

**Marital Status: - Married**

**Date of Birth: - 08<sup>th</sup> June 1991**

**Permanent Address: - Bhabhua, Bihar.**

**Current Address: - Talod, Ahmadabad**

Date:

Place:

AJAY KUMAR