**RESUME**

###### **PARVEEN KUMAR**

###### Address: House No. 175A/29, Malviya Nagar, Sonipat

###### Mob. No. 09017497554

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Career Objectives

To attain a position in the organization where I can enhance my skills and ability in Conjunction with the company’s goals and objectives.

Professional Qualification

* Master of Business Administration (**MBA**) From Lingaya’s Institute of Management & Technology, Faridabad (Affiliated By MDU, Rohtak)

**Areas of Specialization**

* **Human resource management**
* **Marketing management**

Work Experience

**Total Experience** : 5.6 years

**Current Company Profile :** Dynamic Transmission Limited (Tightwell - Dynamic Group).

ISO 9001/2000/TS 16949 Certified Company Manufacturing Turned Fasteners, Precision Turned Components Auto Gear of all types of Industrial & Automobile Sector.

**Designation :** Sr. Executive HR

**Duration :**  From Sept 2014 to till date.

**Reporting To :** M.D. & HR. Head

**Job Responsibility:**

**HRM**

* Daily Preparation of Absent report, Present report, Late Coming, OD/On Leave
  + Salary breakup of new joined and Issuing offer letter to the candidates
* ESI – Nomination, TIC card and reports of accident
* PF - Nomination form and PF number
  + To treat Accident Employees and prepare Accident Report.
  + Preparation full & final settlement of resigned employees
  + Execution of trainings to all employees as per plan
  + Disciplinary action like issuance of absenteeism letter, warning letter, show cause notice
* Search labor consultant, agency or vendor whenever required.
* To maintained fire Extinguisher Log Book, Safety, First Aid Register, House Keeping Checklist
* Conduct employees welfare activity like best employees for the month, slogan competition, Suggestion Award
* Welfare - Fulfilling formalities for applying to welfare department
* Miss-punch mail to all plants and feedback

**Administration**

* Security and Transportation management Responsible for overall centralized HR Admin function
* Ensuring General Administration of the Plant including House Keeping and Horticultural activities
* Responsible for General Office Administration such as general purchasing, transport, telephone etc
* Responsible for welfare activities such as canteen, health & safety measures, medical facilities
* Responsible for manpower planning, sourcing, recruiting, arranging interviews and to place candidates for either contractual or permanent positions
* Preparation of MIS reports

**Previous Job Profile**

**Company Profile :** **WORLDFA EXPORTS (P) LTD.**

Hard Goods & Stainless Steel items (Tableware, Kitchenware, Hotel ware & Decorative item **manufacturing & export** house.

**Designation :** Astt. Merchandiser (Marketing)

**Duration :**  From March 2013 to Sept. 2014

**Reporting To :** M.D. & Sales Head

**Job Responsibility:**

* Taking part in fairs, exhibition and buyer oriented displays.
* Sampling follow-up, Costing, Production follow-up, Art work follow-up.
* Coordination with buyer and buying houses to complete order and work for new order generation.
* Payment follow-up with buyer or buying agencies.

**Company Profile: VEETEE FINE FOODS LIMITED.**

**(Offer Rice, Mushroom and RTE) is an 100% Export Oriented Unit with 80% of production being Exported to the Rice Markets around the World including Middle East, Europe, USA, Australia and Africa. Other than brands VEETEE & ASHOKA, which are being exported to around 50 countries in the world.**

## Experience : VEETEE FINE FOODS LIMITED (Larsauli, Haryana)

## Designation : HR Executive

**Duration :** From Jan 2011 to March 2013.

**Job Responsibility:**

* Responsibility of man power planning and recruitments
* Recruitment & selection for Junior Level staff.
* Processing all admin, housekeeping related works bill and clearing the payment from account department.
* Filling up the Full and Final Settlement Paper on the basis of Salary dues
* Monitoring the attendance, O.T and leave.
* Miss-punch mail to plant and feedback
* Gate – Security, RGP, NRGP, security duties and gate pass entry
* Up-keeping of personal file and records
* First Aid – Medicine, treatment if any and follow up.

Technical Skills

* M.S-Office
* Internet
* Computer Hardware
* Outlook Express

Strength

* Willing to take responsibility & capacity to lead a team.
* Ability to work under pressure.
* Quick Learner

Personal Details

**Father’s Name : Sh. Krishan Lal**

**Date of Birth : 20.10.1987**

**Gender : Male**

**Nationality : Indian**

**Marital Status : Married**

**Hobbies : Listening to music, driving**

**Language known : English & Hindi**

**Date:**

**Place: Parveen Kumar**