**CURRICULUM VITAE**

**Gyanendra kumar Singh**

Secter-86 Nawada, Manesar

Gurgaon (HR.)

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**Human Resources professional with two years extensive experience in HR operations, Office Management, Salary Administration, Payroll Processing & Audit etc.**

# Work Experience Summary

* Working Lotte India Corporation Ltd-Rohtak From Nov 2015 to till now as Officer –HR
* Working with Lumax Dk. Auto Industries Ltd. Manesar From Oct 2014 to Nov-15 now as Jr. Executive –HR
* Worked with S.D. Engineering Pvt. Ltd (Lumax Dk. Auto Industries Ltd) from Jul 2012 to Sept- 2014 as Management Trainee – HR.

**PROFESSIONAL PROFILE**

**HR Operations Office Management**

* + Update and maintain the Master Database.
  + Verify the attendance’s register and compile the attendance data for pay roll processing.
  + Prepare the monthly Reports and various MIS related to both On Roll and Off Roll employees & manpower handling.
* Monitoring new joining formalities like Personal file, Induction Trainee of employee.
* Knowledge of PF & ESIC Compliances and coordinating with central HR for PF withdrawals.
* Generating the ESIC no. of new joiners and resolve the ESIC related issues of the employees.
* Maintaining salary & wages administration including overtime, incentive & night allowance.

On boarding & Induction

* + Ensuring smooth joining formalities of new joiners as per the guidelines.
  + Making administrative arrangements like Laptop, Audio & Video Aids, stationery kit, ID card, Salary Account, Email ID etc.
  + Educate to new joiners about the organization, HR policies & practices and formal introduction to key members.
  + Collecting & verifying necessary Joining documents.
  + Obtaining feedback from new joiner to determine the effectiveness of induction program.

Employee Engagement

* + Conducting the employee engagement activities Indoor games, monthly birthday celebration of employees and celebrating festivals etc.

**ACADEMIC QUALIFICATION**

# Professional Qualification

* Completed Masters of Human Resource Development (MBA) from VBS Purvanchal University, Jaunpur (UP) in 2012.

# Educational Qualifications

* Completed Graduation from R.M.L.A. University, Faizabad (UP) in 2009.
* Completed Intermediate from U.P. Board in 2006.
* Completed High School from U.P. Board in 2004.

**COMPUTER SKILLS**

* One Year certificate course inDiploma in Computer Application (ADCA).
* Operating system: Ms-Office, Windows, Micro Soft Outlook, SAP basic etc.

**PERSONAL MINUTIAE**

Father’s Name : Mr. Ram Gopal Singh

Mother’s Name : Mrs. Usha Singh

Date of birth : 02nd Jan 1989

Marital status : Unmarried

Gender : Male

**Declaration**

I hereby declare that all the information’s provided by me are factual and correct to the best of my knowledge and belief.

Date: 04/08/2016

Place: Rohtak  **(Gyanendra Kumar Singh)**