CURRICULUM-VITAE

RAHUL SAXENA

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Mahesh Rashn Wali Gali ,Aligarh (202001)

**Mobile**: +09997779523, 9837253834

**CARRER OBJECTIVE:-**

To achieve a responsible and challenging position that will allow me to explore my capabilities, Skills and sense of dedication towards my duties.

**WORKING EXPERIENCE:- AMAR UJALA PUBLICATIONS LTD.**

Presently working with Amar Ujala Publications Limited at Rohtak (Haryana) as Officer- Administration since March 2017.

**WORKING EXPERIENCE:- HINDUSTAN MEDIA VENTURES LTD.**

worked with “Hindustan Media Ventures Limited” at Aligarh as Executive-HR & Administration .

**WORKING EXPERIENCE:- SECURE ENERGY SERVICES LTD.**

Worked with “Secure Energy Services Ltd.”.As an Accountant & HR from 01/10/13 to 15/8/15

**Overall Job Profile:-**

**Administrative Responsibilities:**

* Off Roll Employees PF Withdrawal & Handling General queries
* Purchasing office Related Frequent, daily and monthly items related to pantry-City Office
* Maintaining taxi details in excel format required by HO finance
* All compliance related returns submit at different government offices.
* Joining formalities of off roll employee & PCC employees-Off Roll
* Assist to me in Stringer documentation for contract renewal
* Essential papers filling on employees personal file & other HR record file
* Checking bills of city office daily expenses & vendors etc. and signature by all authorised signatory
* All employees engagement activities arrangement & purchasing necessary items
* Arrangements of printing material related to EHS, R & R & other as per requirement
* Prepare & rotate shift schedule for office boy & house keeper
* Leave Applications record for off roll and on roll employees
* Maintain All MIS Report As Per Required, Daily Basis, Weekly Basis Monthly Basis
* Maintain All Boucher And Receipt..
* Maintain Monthly Bill Of Company In Excel Sheet.
* Maintain All Data In Computer.
* Perform All The Duties Under Accounts & Hr. And Day To Day Replies All important Emails.

**Joining formalities:-**

* Completing all formalities related new joiner like update form 2, personal file, ESIC process & employee database.
* Sending a welcome mail as intimation to the entire company employees of a person joined with a brief information of the candidate.
* Various activities like opening employee code in MIS, Salary account, personal file and updating the employee’s database etc.

**Payroll:-**

* Compilation of monthly salary/wages sheet for record & audit.
* Handling leave & attendance administration.
* Computation of bonus for every financial year for all entitled employees.

**Contractor:-**

* Handling all types of contractor’s manpower as security, manpower, packaging & housekeeping contractor.
* Handling all activities related contractor like salary & wages bill.

**MIS:-**

* Preparing & maintaining MIS data of all employees for unit level & as per corporate requirement.
* Preparing daily, weekly & monthly MIS report to corporate reporting.
* Look after all type of register like leave, overtime & daily attendance register.

**PROFESSIONAL QUALIFICATION**

**Course : MBA**

**College :** Aligarh College of Engineering And Technology, Aligarh.

**University : Mahamaya Technical University, Noida**

**Year :**2011-2013

**Specialization :**“**Finance**” in Major and “**Human Resource**” in Minor

**ACADEMIC QUALIFICATION**

* I have Completed**B.com** from s. v. college with **Second division** which Affiliated with DR. Bhim Rao Ambedker University Agra in 2010.
* **Intermediate**  with **Second Division** from U.P Board in 2007.
* **High School** with **Second Division** from U.P Board in 2005.

**TECHNICAL QUALIFICATION:-**

* + Computer knowledge.
* M.S.Excel M.S. World.
* Internet Knowledge.
* Windows XP, Vista & 7.

**KEY SKILLS:-**

* Good Analytical skills.
* Ability to work collaboratively.

**SUMMER INTERNSHIP PROGRAMME:-**

**Topic:** - “study of consumer perception about the direct banking at shreyas gramin bank”

**Bank: - shreyas gramin.**

**Duration: -** Six Week.

**RESEARCH PROJECT REPORT:-**

**Topic: - “a stydy on faters determining job satisfaction among educaters of management and engineering colleges at aligarh.”**

**PERSONAL PROFILE**

Father’s Name : **Mr. Ramesh Chandra**

Gender : Male

Date of Birth : 5 July 1989

Nationality : Indian

Marital Status : Unmarried

Religion : Hindu

Language Known : Hindi & English

**DECLARATION:-**

I hereby declare that the above given Information is true to best of my knowledge and belief.

Date-

**Place -** Aligarh **(RAHUL SAXENA)**