Resume

# C:\Users\user\Downloads\DSC_2559.JPG

# Gurgyan Singh

# https://www.gstatic.com/images/branding/product/1x/gmail_64dp.png gyan829singh@gmail.com

*C:\Users\user\Downloads\pexels-photo-263564.jpeg****Cell No.8825199230***

# Objective:

# Aim to be associated with a progressive organisation that gives me scope to update my knowledge and skills in accordance with the latest trends and be a part of team that dynamically works towards growth of organisation and gives satisfaction thereof.

Educational Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Examination** | **Year of Passing** | **Name of Institution / Board** | **Marks Obtained** |
| MBA (HR) & (Finance) | 2015 | Kolhan University Chaibasa, Jharkhand | 63.40% |
| B.Com(Hons.Graduation) | 2013 | Ranchi University, Ranchi | 51.38% |
| Intermediate (PUC) | 2008 | Jharkhand Academic Council, Ranchi | 47.40% |
| Matriculation(SSLC) | 2004 | Jharkhand Academic Council, Ranchi | 44.60% |

CERTIFICATION

**“Certified HR Generalist” from Salvin Info systems**

-HR Operations  
-Recruitment and Selection Process  
-On boarding and separation Process  
-Performance Management  
-Training and Development  
-Payroll Process  
-Employee relations and engagement

Professional work experience and skills

* Worked as Sr.HR Executive at **Golden Era Property Pvt Ltd**. Bangalore September 2017 to 20th Feb 2018.
* Worked as a HR Consultant for US Operation and Payroll Executive at **Rightwaay Talent Consulting LLP.** Surjapur Bangalore 1st Dec 2016 to 5th September 2017.
* Worked at **Ish karan Engineering** as a HR Generalist Jan 2016 – Oct 2016.(Payroll & compliance &Maintain manpower and New joining. Full final settlement
* Worked at Ish Karan Engineering as a Payroll Executive part time job June 2013. To Aug 2014.
* Worked at **Ish Karan Engineering**  as s HR Payroll Executive under Larsen & Toubro Co Jamshedpur from

Jan 2011 to Dec 2012.

Additional Qualification:-

* Taken Vocational Training for 2 Months on Customer Relationship Management from Jamshedpur Urban Co-Operative Bank Ltd.
* Completed Classical Vocal Music - 6th Year from Prayag Sangeet Samiti, Allahabad .
* Completed Typewriting course with 45 wpm speed from Pinky Type Writting Institute Pursudih, Jamshedpur
* Finished a course in Gurmukhi (Punjabi language knowledge) from Asansol, West Bengal.

Computer knowledge:-

* Basic knowledge of MS-DOS, Paint- brush, Word Notepad
* MS-Office, Ms-word, Ms-Excel, Ms-Power Point
* Tally Erp 9.
* Internet Browsing and Mailing
* Completed SAP – (with specialization in Materials Management with the set skills in Master data, Procurement of stock and consumable material, optimized purchasing etc).
* Knowledge in Monster portal, Times job, Shine portal Handled and other job portal.

**JOB ROLE AND RESPONSIBILITY:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* HR Operation, File Checklist,Issue Offer letter to New Joiner, inductions&Orientation,Salary,Payroll in Greythr,Paybooks and Timeline Software,HRO Review,Time Management Leave Calculation Exiting formalities Full and Final Settlement & Daily Reports MIS File and Documentation, handle ESIC, PF statuary compliance and end to end IT & Non IT Recruitment and Emailing.
* Handle Employee’s ESIC, PF, online form fill up and applying.
* Employee engagement and Training & Development .
* Salary Processing under Payroll & Handle Company Laws &Government Polices.
* Training & Development Inductions& Orientation.
* File andData Maintainsand Fill checklist Report under MIS.
* Full &Final Settlement &Taxes.
* Worked to Deal with TATA STEAL CO.for Documentation work.
* Leave Management (EL, SL, CL, Loss of Pay) Daily Attendance.
* Compensation and Benefit
* Retention, Manpower Planning Recruitment and Selection
* MIS Data Entry and report generate
* Performance Appraisal.(score rating)
* Administration.
* Review.

Personal DETAILS:-

* Father Name : Mr. Ajit Singh
* Date of Birth : 25th Dec, 1986
* Marital Status : Single
* Languages Known : English and Hindi
* Nationality : Indian
* Hobby : Reading & Listening to music
* Permanent Address : Behind Gayitri, Temple,GolpahariKhashmahal, Pursudih,

Jamshedpur831002 Jharkhand INDIA

* Current Address : UDUPI RESIDENCY,78/1, 1st Main 1st Cross ,Opp. Oracle Building,

S.G. Palya Taverekere Main Road Bangalore 560029.

I hereby declare that all information furnished above is complete and authentic to the best of my knowledge.

*Date: Feb 2018*

*Place: Bangalore*

***(Gurgyan Singh)***