

**Name:**Samresh Benjwal
**Date of Birth:** 22/06/1991

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**Specialization:** Human Resource

**Career Objective:**

To achieve professional and personal excellence in the field of HR and utilizing my skills and abilities through constant learning.

**Work Experience:**

* Working in AKUM Pharmacutical Ltd. Haridwar w.e.f 01-10-2016 to till date, as HR Astt.Executive
* Working in AKUM Pharmacutical Ltd. Haridwar w.e.f 16-11-2015 to 30-09-2016 as HR Officer
* Worked in Leayan Global Pvt. Ltd Redchief (RSPL) Haridwar, as a HR from

 25-11-2014 to 14-11-2015

Professional Summary and Organizational Experience

**:**

**AKUMS PHARMACUTICAL LTD .**

Akums pharmaceutical ltd . is an internationally recognized WHO-GMP certified & one of the leading contract manufacturing & has rapidly emerged as the premier integraated pharmaceutical company in India.

**Roles and Responsibilities:**

A key person to manage the manpower of one of the major project of the company called “Umang 2016”. Some of the responsibilities are mentioned under the following sub-headings.

### Key Responsibilities:

* **Training & Development** Organizing Training as per Training Calendar (OJT & TNI) and responsible for Training Audits for Quality Certifications.
* **HR Function:-** Issuance of HR related letters like (Appointment Letter, Confirmation Letter, Promotion Letter, Probation letter, Experience Letter, Relieving Letter, Warning Letter, Legal letter, other joining formalities and Exit interviews). Maintaining monthly records of attendance and leave of the employees, Handling Performance Management Systems and taking care of the day to day Administrative work.
* **Compensation & Benefit Management:-** Assisting in the preparation of monthly salary/ wages. Calculations of Full and Final Settlement and other miscellaneous activities.
* **Leave Management**:- Monitoring & maintaining employee leave register and updating the monthly accruals and deduction as per policy.
* **Employee Relation Management:-** Regular visits and discussions with workers, Line Manager and Managers in plant.
* Ensuring prompt resolution of employee grievances to maintain cordial management-employee relation and achieve dedication by worker. Employee counseling on personal & employment matters. Focus on employee’s health, safety, welfare, satisfaction and motivation.
* **Grievance Handling:-** Internal investigator and intervener for alleged employee misconduct. I have handled all kinds of employee queries and complaints.
* **Welfare activities:-** In welfare activities I have covered programs like festival, birthday celebration, suggestion box, transportation, and counselling. Due to following religiously these activities, employee’s satisfaction level has grown up.
* **Recruitment:-** Understand the Job requirement and sourcing the best-fit resume against the job requirement. Handling First round of HR interview in order to judge the candidate suitability, Professional Experience and Qualification, Communication skills and Projects. Coordinating the various rounds of meeting, and final interviews

**Leayan Global Pvt. Ltd**

* Supervision of Time Office, Housing Keeping, Security and Payroll Administration.
* Recruitment of Staff/ Executive and Contract Labour
* Organizing Training as per Training Calendar and responsible for Training Audits for Quality Certifications
* Statutory Compliances
* Handled database of events like birthdays and anniversaries of employees
* Deal with joining formalities, issue Appointment Letters.

**Industrial Traning :**

* Six weeks Summer Training in COOPER PHARMA LTD. Dehradun in MBA
* Four weeks Summer TraininginB.S.N.L Dehradun for partial fulfillment of B.Tech in Electronics & Communication Engg..
* Four weeks Summer Training in UNI MEDICOLABS in ENGINEERING DEPARTMENT

**Project :**

* Study of employees behaviour towards motivation in telecome sectore (MBA)
* Wired Robot (B.Tech)
* GSM based home electronic appliance control system using micro-controller AT89s52 (B.Tech)

**Achievement & Extra Curricular Activity :**

* Participated in the national level technical festival and selected as a first finalist.
* Participated in RoboWar organized by TULA”S INSTITUTE & UIT INSTITUTE Dehradun.
* Active participation in sports and quiz activities held in college & school level.

**Educational Qualification:**

* MBA with Specialization in HUMAN RESOURCE from UIT with 65.56 %.
* B.Tech from Tulas Institute with 65.44%
* 12th from MVM School, CBSE Board
* 10th from Johnson School, CBSE Board

**Hobbies:**

* Listening good music, playing Cricket , travelling

**Key Attributes:**

* Ability to handle a team, Hardworking, Confident and Disciplined.
* Love to learn new things & detail conscious

**Personal Details:**

Date Of Birth : 22/06/1991

Marital Status : Single

Father’s name : Shri.Nagendra Prasad Benjwal

Passport No. : MO20729

Nationality : Indian

### Language : English, Hindi

 Address : Arwacheen , Selaqui ,Dehradun , Uttrakhand

**Date: (Samresh Benjwal)**