

# **RESUME**

## **KULDEEP YADAV**

VPO- DHALIAWAS,

MOB- 9034226810

DIST-REWARI, HARYANA

PIN CODE 123401

Mail- kuldeepyadav29615@gmail.com

## **CARRER OBJECTIVE:-**

Aim is to be part of reputed organization, which provides career growth along with job satisfaction and challenge so that valuable contribution can be made in the success of the organization.

## **STRENGTH:-**

Hard working, dynamic with an attitude to learn and adapt to different situations excellent analytical, conceptual, interpersonal skills and possessing the ability to work as a part of a result oriented focused team.

## **EDUCATION QUALIFICATION:-**

- 10<sup>TH</sup> PASSED From **CBSE NEW DELHI** IN 2011.
- 12<sup>TH</sup> PASSED FROM **NIOS** IN 2013.
- B.SC PASSED FROM **MGU IN 2016**
- MBA (HR) from SGV University Jaipur.

## **PROFESSIONAL QUALIFICATION:-**

- Proper Record keeping of Time Office files like Shift Change, Gate Pass, Muster Roll, & Manpower MIS as per Prod. Requirement Etc.
- Proper hold over Worker's personal files no one was misplaced during my possession.
- Excellent Knowledge of Salary & Attendance software Smart Info.
- Online Generation of ESI & UAN no. of man power.
- Clear all the Monthly Manpower Bills as per Contractor labor Act 1972
- Verify all the bills through ESI & PF Challan Online.
- Monitor Housekeeping services like cleaning of office area, work stations, washrooms and garbage collection and disposal.

- Responsible for the welfare activities and grievances of the employees like Dress, Shoes, Winter Jacket should be provided timely etc.
- Prepare training schedule & give training as per their Training need and maintained their record as per prescribed formats.
- Winner of office 5”S”, KAIZEN, Cost Saving for the year 2020-21.

**EXPERIENCE:-**

- FOUR YEARS EXPERIENCE IN **Exide Industries Ltd. Bawal** AS A **Time Office Supervisor**.
- ONE YEARS EXPERIENCE IN **FUTURE ENERGY MANESAR** AS A **Time Office Supervisor**.

**HOBBIES:-**

- PLAYING GAMES
- LISTENING MUSIC

**PERSONAL PARTICULARS:-**

FATHER NAME	DHARAM VIR SINGH
DATE OF BIRTH	25.07.1995
NATIONALITY	INDIAN
MARITAL STATUS	MARRIED
LANGUAGE KNOWN	HINDI, ENGLISH

**DECLARATION:-**

I hereby declare that all the information provided above is accurate to the best of my knowledge.

**(KULDEEP YADAV)**