

Curriculum Vitae

SARVESH TIWARI

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Objective:-

To contribute to value of the organization by consistently striving to achieve better performance, standards in work positive attitude and team work.

EDIFICATION:-

MBA IN HR & MARKETING FROM [KSOU](#).

MA. from [UPRTOU](#) U.P. year 2025.

B.A. from [R.M.L.UNIVERSITY FAIZABAD U.P.](#) With 62% in year 2013.

12th from [B.B.S.PUBLIC INTER COLLEGE BARNA PRATAPGARH U.P.BOARD](#) with 58.4% in the year 2009 .

10th from [B.B.S.PUBLIC INTER COLLEGE BARNA PRATAPGARH U.P.BOARD](#) with 64.33% in the year 2007.

IT SKILLS

Operating System: Windows 98/ 2000/07/ XP, Internet Applications
**TALLY ERP-9,Tally Prime, MS OFFICE, CRM ,
EXCEL,MS WORD,INTERNET, Google Sheet.**

Currently Working:-

Delite Kom Ltd- Okhla as a **HR & ADMIN** from
06-March-2019 to Till **FURNITURE INDUSTRY** (Kitchen Modular, Steel Almirah,
Wooden Almirah, Chairs, Compactor, Table Etc.)

Previous Work Experience:-

OIL LUBE SYSTEMS PVT. LTD-FARIDABAD- 1-Oct-2013 to 30- April-17 As a
HR & ADMIN ASSISTANT (**Manufacturing Unit**).

Precision Testing Machine Pvt. Ltd- Okhla as a HR & Admin from 02-May-17 to
05-March-2019.

JOB RESPONSIBILITY:-

- **HR & Admin Operations:** - Take care of HR and ensure day to day HR operations are running smoothly and admin related day to day tasks related to security pantry and housekeeping, discipline Maintenance, Grievances handing, employee database management, employee counselling, employee workplace involvement activities, rewards and recognition, statutory and regulatory compliance etc. **Administration/Safety & Security:** - Ensure safety and Security of all Employees and Company Assets, Scheduling And assists Fire Drills Training and other Trainings Committees

- Responsible and prepared for ESIC & EPF challan monthly
- Responsible and prepared for all Register (Attendance, Leaves, Bonus)etc
- Responsible and prepared handling pay roll (Salary, Bonus, Advance)
- Responsible for manpower's shortage
- Responsible for all housekeeping, Security, Pantry
- Attendance software knowledge Time office ESSL
- **Manpower & Time Management:** - Updating Manpower status manpower costing on daily basis, Daily OT monitoring, dealing with late reporting and absenteeism
- Maintain employee personnel files.
- Monitoring the work of recruitment agencies.
- Co-ordinating activities between the company and outside parties.
- Developing employment related records.
- Coordinating holiday and sick pay.
- Updating the HR calendar with important dates.
- Directing and implementing training programs.
- Dealing with employee complaints and grievances.
- Organize induction training for new employees.
- Updating employee records with holiday request, payroll changes and any leave due to illness.
- Responding to letters, emails and general correspondence.
- Cash vouchers entries, tour bills entries Knowledge of Tally E.R.P. 9

PERSONAL DOSSIER:-

Date of Birth - 02-JUNE-1992

Father's name: - BABULAL TIWARI

Address: - E-87,AALI VIHAR SARITA VIHAR NEW DELHI-110076

Languages Known: - English, Hindi and Awadhi

Marital Status: - Married

Nationality: - Indian

SUMMARY: -

I am an optimistic person with a passion to excel in whatever I take up with a desire to learn new concepts and technology. I believe sharing of information, ideas, and experience broadens our perspective and enhances our skill. I think success comes only through dedicated and hard work and self-belief.

Place: DELHI

Date:.....

(SARVESH KUMAR)