

**RESUME**

**ANIL KUMAR**

Vill. and Po.- Shakti nagar, Bahadrabad, Pin -249402

Distt – Haridwar

- 9756891444

Email: [anilkumarniitmba@gmail.com](mailto:anilkumarniitmba@gmail.com)

**CAREER OBJECTIVE:**

A challenging growth oriented position in a progressive company where my skills are utilized to improve operation & to contribution the organization success.

**PROFESSIONAL EXPERIENCE:**

# (Total six year Experience)

* **GANPATIE TRADERS PVT. LTD (Britannia Bread), BAHADRABAD, HARIDWAR (Feb.’2023 to present), Position on Hr Assistant.**
* **JOB ROLES** –:
* Maintain attendance records on daily basis.
* Complete all joining formalities new join employees.
* Maintained employee data and kept update accounts of all employment records.
* Salary preparation.
* Leave managements.
* Complete PF, ESI Compliance.
* Calculation Bonus and Gratuity.
* **EXCELLENCE HR CONSULTANT, DEHRADUN , Position on Bulk hiring project Head from (September’2020 to Jan.’2023)**
* **JOB ROLES** –:
* Campus Planning.
* Team handling.
* Supervision all bulk hiring process (Campus or travel planning, Documentation process and joining process).
* **SYNERGY CONULTANT, DEHRADUN as a PROJECT EXECUTIVE (Jan.’2017 to July’2020)**
* **JOB ROLES** –
* Marketing and branding B2B company services.
* By cold calling to collect database from different colleges (anywhere in India) as per the need of requirements from company.
* To conduct written test & different round of interview for middle & lower level on behalf on company / with company.
* Line-up the suitable candidates for the written test & different round of interview.
* Checking / examine the test copies & mark than accordingly.
* Place the right candidate for the right job.
* Call-up the selected candidates for date of joining.
* Regularly follow-up of the selected candidate’s since the date of joining till exit.

**EDUCATIONAL QUALIFICATION:**

* MBA-Finance and Human Resource in 2016 from Dr. APJ Abdul Kalam Technical University Lucknow

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* Graduation in Business Administration in 2014 from M.J.P.R University Bareilly.
* Intermediate from U.K Board, in 2011.
* High School from U.K Board, in 2008.

**TRAINING:**

* Complete our Summer Training project in TEVA API India Ltd. Gajraula.

**STRENGTH:**

* Adaptability
* Optimistic
* Persistence’s
* Honesty

**PERSONAL DATA:**

* **Father’s Name :** Shri Shish Ram
* **Date of Birth :** 18.04.1992
* **Gender :** Male
* **Nationality :** Indian
* **Religion :** Hindu

**COMMUNICATION / WRITING SKILLS:**

* **Well in Hindi & English.**

**COMPUTER SKILLS:**

* **Proficient work in MS Office, excel (VLOOKUP,PIVOT TABLE,CHARTS)**

**CUIRRICULAR ACTIVITIES:**

* During graduation participating in CSR seminar.
* Participating in Fresher Cricket Cup.

**DECLARATION:**

* I hereby declare that all the statement made in the profile are true, complete and correct to the best of my knowledge.

# Place: ………………………., Date: ………………… (Anil Kumar)