

## Abhishek singh

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### OBJECTIVE

I will give my best performance as a human resource specialist in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.

### ACADEMIC DETAILS

- MBA (HR) [2021] with aggregate of 80.64% from Babu Banarasi Das University

### WORK EXPERIENCE

- Working as HR Officer in Time Technoplast Ltd from Nov 2021 to till date  
Role :1.HRMS handling(Attendance Management,leave Management,Shift Management...)  
2. New Employee joining,Induction till the exit interview.  
3. Attendance and Payroll.  
4. Biometric Update.  
5. Preparing daily Attendance Report including Contract manpower.  
7. Employee PF,ESIC,Pension and such other compliance related work.  
8. Collecting challan of PF,ESIC.  
9. Training and Development( Preparing skill matrix,Training calender,Training Attendance,MRF,Induction Training....)  
11. Review employment and working conditions to ensure legal compliance.  
12. Grievance handling.  
13. Distribution of Salary slip.  
14. Preparing Daily Attendance Tracker and Department wise Manpower.  
15. Uploading and Finishing the task of company compliance(Govt.) which has given by our laxcare simplifying compliance.  
16. Knows about EHS Committee,POSH Committee.  
17. Issuing all types of letters including So cause notice, Warning letters and so on.  
18. Full and final settlement of employees.  
19. Employee Engagement.  
20.Grievance management.  
21.IATF Audits- Monitor and oversee timely update of all documents pertaining to ISO requirement.
- Worked as HR in Alere Medical Pvt. Ltd from Jun 2021 to Aug 2021  
Role :Internship on Human Resource Recruitment  
Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.  
2.Preparing and sending offer and rejection letters or emails to candidates.  
3.Help prepare Word, PowerPoint, and Excel documents
- Working as HR Executive in Aceis Services Pvt Ltd. from Jan 2023 to till date  
Role :Recruitment.  
Payroll.  
Salary Processing.  
Process Monthly Salary.  
Increment TDS Sheet.  
Processing salary in bank portal:-  
Upload Salary sheet with bank details.  
Challans:-  
92B  
94J  
Collating GST files:-  
COE invoice  
Non-Coe Invoice  
Google invoice  
EFC invoice  
Tech machinery invoice  
Dazework invoice  
Newflows invoice

### SKILLS

- Ability To quickly grasp new concepts.

- Good in Communication and Writing Skills in English.
- Knows basics of Applicant tracking software (ATS).
- Knows well about MS Excel, MS Word.

## **ACHIEVEMENTS**

- Certification for Participating in International Webinar on "How Pandemic is Restructuring Buyer Behaviour and Acceptance Towards Digitization"(2019)
- Digital Marketing Certification from Google.(2019)