

Objective

To deliver better service based on knowledge and skill possessed to achieve the common objective of the organisation.

Experience

- **IT world** 2010 - 2016
HR
Preparation of salary
ESI and EPF
Time office management,
Employee joining documentation,
Internet banking.
- **Charak hospital and research centre** -
Currently working as a Senior Executive- HR since Dec-16
Preparations of salary,
EPF, ESI,
banking cash Billing
Resolving employee queries related to HR, Time office management
Cordination with bank for timely
disbursement of salary.

Education

- **RML awadh University**
B.com
- **RML awadh University**
M.Com

Skills

- Ms office word, Excel, Internet Banking Insta Tally Biling

Projects

- **Pension management of employees**
This is over and above to my job given to me and I did it accurately.
Emplement of TPA

Interests

- Interested in internet surfing
- Playing kabbaddi
- Trading
- Reading

Languages

- Hindi and English

Additional Information

Name -Shailendra Kumar
Father- Ram Sharan pandey
DOB -04/08/1996
M.No. - 8181919149
Email - shailendra00008@gmail.com

I here by declare that above information is true to the best of my knowledge.

Regards
Shailendra Pandey