

## Vikas Kaindal

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### CAREER OBJECTIVE

To work in a stimulating environment that would hone my skills and provide me ample opportunities for development in all spheres so that I can give my best to the organization that I work for.

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### ASSEST and CAPABILITIES

- Adaptable to work under pressure.
- Eager and enthusiastic to learn new things and very consistent and responsible when it comes to work discipline and attitude
- Ability to work with different levels of people.
- Ability to quickly learn new application systems and technologies
- Strong analytical and problem solving skills.

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### PROFILE SUMMAR

- A dynamic HR professional with over 3years & 5 months of experience in Officer-HR, Human Resource Development, Employees Welfare and Administration.
- Taking care of the day to day HR & Admin activities of the Organization.
- Joining formalities of all units' personnel's & checking their records as per company policy.
- Preparing Attendance Sheet & upload in SAP.
- Assist to Sr. Manager (HR) for all type of documentation correspondence with various Government & Private sector organization.
- Support to CSR (Corporate Social Responsibility) activity.
- Taking Care of Attendance & Leave Application.
- Managing day to day office requirements, preparing reports and maintained the personnel files & updated regular basis.
- Checking IN & OUT punch of all employees through ESSL software on daily basis.
- Maintaining records and data on the computer.
- Coordinating with HO & other unit HR Officer for daily attendance & MIS reports.
- Keeping record of all types of Note Sheet, approvals, Leave Records & register's.
- Operating all types of work in SAP software like, preparing attendance, run Full & Final, Salary processing, maintain HR master data, Time Evaluation, Time Data, LSMW, Payroll Control record, payroll Driver, Salary slip print & mail, Salary register form, Attendance report etc.
- Filling EPF & ESIC Challan on monthly basis.

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### AREAS OF EXPERTISE

- |                         |                         |                      |
|-------------------------|-------------------------|----------------------|
| - HR Policy Execution   | - MIS Report            | - Payroll (SAP)      |
| - Filling EPFO Challans | - Filling ESIC Challans | -Joining Formalities |
| - Biometric Machine     | -                       |                      |

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### EMPLOYMENT DETAILS

**1<sup>st</sup> Nov 2017 – Till Date with Spectrum Coal Washery, Angul Dist. as Officer-HR**  
**Annual CTC is Rs. 310000/- (Rupees Three Lakh Ten Thousand only)**

#### Key Result Areas:

- Minimize the Overtime payment of Workers
- Preparing pending Full & Final of resigned employees and workers.
- Improved the habit of employees to come to work late through biometric machine.
- Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments
- Carrying out induction / orientation program to the new recruits
- Updating all new staff details in SAP (System Application Production)
- Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records, permission slips, etc

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### EDUCATION

2016 – 18	MBA-HR (Master of business administration) from Choudhary Devi Lal University, Sirsa
2012 – 15	BBA (Bachelor of Business Administration) from K M Govt. College, Narwana (University of Kurukshetra )
2011 – 12	12 <sup>th</sup> From Janta Senior Secondary School Belarkha (Haryana Board School Education)
2009 – 10	10 <sup>th</sup> From Govt. Senior Secondary School Bhana Brahman (Haryana Board School Education)

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### PERSONAL DETAILS

Date of Birth: 07<sup>th</sup> Feb, 1995

Languages Known: Hindi, English & Panjabi