

CURRICULUM VITAE

SARVESH KUMAR

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Address: H. No. 216k, Ward no 6,
Keshav Nagar , Bazpur-262401
Udham Singh Nagar (Uttarakhand)

OBJECTIVE

To work with an organization where I can enhance my knowledge & skills which helps me grow as a professional and play a constructive role in growth of the organization.

ACADEMIC QUALIFICATION

EXAMINATION	INSTITUTE	EXAMINING BODY	YEAR OF PASSING
HIGH SCHOOL.	R. K. S.V.M. INTER COLLEGE, BAZPUR	U A BOARD RAMGANAR	2006
INTERMEDIATE	T. R. S.V.M. INTER COLLEGE, KASHIPUR	U A BOARD RAMNAGAR	2009
DIPLOMA IN COMPUTER ENGINEERING	GOVT. POLYTECHNIC, KASHIPUR	U B T E, ROORKEE	2012
B.A.	R. H. P. G. COLLEGE, KASHIPUR	KUMAUN UNIVERSITY	2015
M.A.	R. H. P. G. COLLEGE, KASHIPUR	KUMAUN UNIVERSITY	2017
M.B.A.	JAIPUR NATIONAL UNIVERSITY	JAIPUR NATIONAL UNIVERSITY	APPEARED

EXPERIENCE DETAILS

3 months experience in Varanasi Waste Solution Pvt Ltd, Varanasi (Uttar Pradesh)

- **Job Title** :- H.R. Executive (Joined on March 08, 2021)
- **Job Duties** :-Joining Formalities of employee, UAN & ESIC registration of new joiner, Analysis of dept wise manpower, Maintaining employee files & records, Giving notice for absenteeism, misconduct, Maintenance of leave record, Induction Training, Training Schedule Management, Grievance handling.

3 year 6 months experience in Nestle India Ltd., Pant Nagar (Uttarakhand)

- **Job Title** :- H.R. Associate (Aug 21, 2017- March 6, 2021)
- **Job Duties** :- Time office management, Generation of attendance & Overtime report, Circulating absenteeism report and Analysis of dept wise manpower. Giving notice for absenteeism, misconduct, Maintenance of leave record, Contractual Recruitment, Bulk Hiring, Documentation, Induction Training, Training Schedule Management.

1 year experience in Bajaj Motors Ltd., Pant Nagar (Uttarakhand)

- **Job Title** :- Trainee Executive in H.R. (1 June, 2016 – 31 May 2017)
- **Job Duties** :-Co-Ordination & arranging interviews, Pre joining checkup, Joining formalities and Orientation of new employees, Timely generation of attendance report, Circulating absenteeism report and Analysis of dept wise manpower. Giving notice for absenteeism, misconduct, Maintenance of leave card/record.

2 Year 6 Months experience in Macmillan Publishing Solutions Ltd., Dehradun (Uttarakhand)

- **Job Title** :- QA Executive (November 6, 2013-May 31, 2016)
- **Job Duties** :-Quality Assurance, Software testing, XML Conversion.

1 Year experience in HCL Infosystems Ltd, Rudrapur (Uttarakhand)

- **Job Title** :-Production Engineer (Trainee) (August 16, 2012-August 15, 2013)
- **Job Duties** :- System Assembling, Testing , O. S. & S/W Installation, S.A.P.(System Application Program).

INDUSTRIAL TRAINING

- INDUSTRIAL TRAINING OF 4 WEEKS IN “**S.R.F. LIMITED**”, KASHIPUR.
- VOCATIONAL TRAINING OF 15 DAYS IN “**UTTARANCHAL ISPAT LIMITED**”, BAZPUR.

SKILLS

- **M.S. Office** : MS Word, MS Excel & MS Power Point
- **Software** : Savior Time Office, Erpro, Mac Edit Pro, Altova Xml Spy
- **Communication** : Knowledge of Internet, Outlook, E-mail.

PERSONAL INFORMATION

NAME : SARVESH KUMAR
FATHER' S NAME : SHRI AMAR SINGH
MOTHER' S NAME : SMT. URMILA DEVI
SEX : MALE.
MARITAL STATUS : SINGLE
DATE OF BIRTH : 02-JUL -1991
LANGAUGE KNOWN : HINDI, ENGLISH.
HOBBIES : PLAYING CRICKET, LISTENING MUSIC.

DECLARATION

I HEREBY DECLARE THAT THE ABOVE DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

DATE:

(SARVESH KUMAR)