

ALOK. B. TRIPATHI

Cell: 9664243622; Email: alokt560@gmail.com

Career Objective:

To develop and strategize on a competitive position that would enable optimum utilization of my skill sets talents, and abilities in the area of communication skills simultaneously offering opportunities for professional growth while being resourceful, innovative and flexible and benchmarking my efforts against the best in the company.

Education:

COURSE	YEAR	INSTITUTION	Percentage
B.COM	2013-14	Mumbai University	60.13%
H.S.C	2009-10	Maharashtra State Board	61.33%
S.S.C	2006-07	Maharashtra Board	60.84%

WORK EXPERIENCES

- Worked with **M/S Awadh Enterprises** Baddi, Solan, H.P from 5th February 2015 to 15th March 2017.
- Worked with **M/S Marine Lifescience** Baddi, Solan, H.P from 25th February 2018 to 20th March 2020 as an officer in HR Department.
- Worked with **M/S Brooks Laboratories Limited** Kishanpura, Baddi, Solan, H.P from 1st October' 2021 to till date as an Officer in HR Department.

JOB RESPONSIBILITY

- Responsible for attendance all employees including contractual manpower.
- Responsible for monthly salary & Wages.
- Responsible for payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Responsible for PF & ESIC monthly challan and handle general inquiry related PF & ESIC.
- Responsible for NAPS Employees salary and attendance
- Basic Knowledge of labor laws.
- Responsible for handle ERP System HRS and Payroll both and prepare monthly salary in ERP
- Responsible for handle Savior and biometric system and update daily basis.
- Responsible for implementation all policies and procedure.
- Responsible for coordinate HR projects. (Meetings, training, surveys, etc.)
- Responsible for self-inspection.
- Responsible for coordinate communication with candidates and schedule interviews.

- Responsible for documentation and prepare reports relating to personnel activities.
- Responsible for maintaining/ updating personal file all employees.(hard copy & soft copy)
- Responsible for deal with employee request regarding human resources issue rules and regulation.
- Responsible for maintaining discipline at plant.
- Responsible for maintaining factory act all register. (Attendance register, Leave with wages register, advance register, Adult work register, etc)

PERSONAL DETAILS

Father's Name : Sh. Brijesh Kumar Tripathi
 D.O.B. : 14th Jan' 1990
 Marital Status : Single
 Address : Vill- Sunsun, Post- Ram gulam Belbhariya Bazaar,
 Harraiya basti (U.P) PIN-272181

SUMMARY OF SKILLS

- ❖ Good computer skills – Microsoft Word, Excel, Outlook, Access & Internet.

HOBBIS:

- ❖ I like Gardening, Playing Cricket, Travelling, etc.

LANGUAGES KNOWN

- ❖ Hindi
- ❖ English and Hindi
- ❖ Date :
- ❖ Place:

(ALOK. B. TRIPATHI)

