

CURRICULUM-VITAE

RAJESH KUMAR

Present & Permanent Address:

Vill. Dayalpur, Ballabgarh,
Faridabad, Haryana, 121004
Contact No: 9911020273
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Objective

To understanding the Organization and identify its need as well as correlate them with my goals so as to apply myself to responsible with the total dedication, devotion and dynamism and to grow along with the Organization.

Academic Background

- 10th Passed from H.B.S.E Board in 2009 with 47%
- 12th Passed from H.B.S.E Board in 2011 with 63.8%
- B.A Passed from MDU Rohtak in 2014 with 52.7%

Technical Qualification

- Basic Knowledge of Computers.

Previous employer

Company Name :- M/S. Ever Green Manpower Consultant

Add:- Sec. 7, Faridabad

Department :- HR

Post :- HR Executive

Profile :- (ESI, PF Challan, Labour Welfare, SL, CL, EL and Attendance Maintain)

Service :- April 2015 to December 2016.

Previous employer

Company Name :- M/S. Adarsh Fabricators,

Add :- sector – 24, Faridabad

Department :- HR

Post :- HR Executive

Profile :- (ESI, PF Challan, Labour Welfare, SL, CL, EL and Attendance & labour handling, time to time reporting of my senior).

Service :- Jan 2017 to July 2017

Present working

Company Name :- M/S LUBEMAN ENGINEERS PVT. LTD

Add :- 37B, DLF Industrial estate-1, Faridabad, Haryana.

Department :- HR

Post :- HR Executive

Profile :- (ESIC, EPF return filling online, LWF yearly payment online, Attendance, wages, Salary, leave register maintain per month, new joiner's file prepare, exit employee (full & final prepare) per month current employee detail maintain, Maintain 5'S', employee Problem Resolve & Motivation of employees contractor under employees status update day to day & we have two unit (**CENLUB SYSTEMS & LEPL**) there are total manpower onrole – (**78+16**) & contractor role employee (**40+36**).

Service :- 18 August 2017 to 9 Jan 2019.

Strength

- I am committed to My Work, I always give my best to the job that I take up.
- Self Motivating personality.

Personal Qualities and Hobbies

- Reading spiritual book.
- Friendly, Hardworking and good to any work.
- Without writing no work.

Personal Profile

Father's Name	:	Sh. Vijaypal
Date of Birth	:	15 May 1991
Marital Status	:	Unmarried
Sex	:	Male
Language Known	:	English, Hindi
Nationality	:	Indian

Declaration:

I hereby inform that all the information is given above are true to the best of my knowledge & belief.

Date.....

Place.....

(Rajesh Kumar)