



CURRICULUMVITAE

CAREEROBJECTIVE

- To work out at its best on a position that builds upon my skills and experience in management and allow me a scope for upward movement.

CAREERSNAPSHOT

- Working with MLI (Mind Leaders India Private Limited) as a **Placement Co-ordinator** From 29-04-2022 to 31-03-2024.
- Working with Center for Advanced Research & Development (CARD) Ujjain from 01-07-2020 to 31-03-2022 as **Placement Executive**.
- Working with MR Industries Mandi-Deep Bhopal as **HR Executive** from 20-07-2016 to 30-06-2020.

EDUCATIONALBACKGROUND

- Master of Business Management in Human Resource Management from Vikram University Ujjain in 2016.
- Post Graduate Diploma in Environmental Management from EPCO Bhopal in 2016.
- Bachelor of Engineering in Chemical Engineering from Ujjain Engineering College Ujjain in 2014.
- Diploma in Refinery & Petrochemical Engineering from Govt. Polytechnic College, Ujjain in 2008.

SOFTWARESKILLS

- Operating System: MS Dos, Window 95/97/98/2000/XP.
- Official Packages: MS Word, MS Excel, MS PowerPoint, Internet Explorer, E-Mail.

INDUSTRIAL EXPOSURE

Recruitment & Joining Process: Getting requirement from team, Skill Matrix, collecting profile from various sources, initial level screening, scheduling interviews, doing HR round interview, offer & negotiation, pre-employment & background verification, issuing offer letter, compensation plan and appointment letter, supervision of complete joining formalities. Assisting new joiners in completing the e-joining formalities, Register all new joiners records on e-hr system, Co-ordinating with HDFC for the corporate a/c opening formalities.

Separation: Conducting the exit interview, leave management & notice recovery, maintaining files records, new hire/separation report ensuring full and final settlement is done, salary certificate, employment certificate, issuing experience and relieving letters, completing other exit formalities & presenting various exit analysis report to the Management, Employment Verification of Ex-employees, Updating & maintaining e-exist data & doing follow up with various department for getting the clearances on time, Sending cases to payroll for Calculation with inputs from various departments, intimating ex-employees for their Full & Final Status, Handling ex-employee queries regarding F&F cases On mail and phone

HRIS/MIS: Employee attendance, working hours, Leave management, maintaining employee's information record, maintaining files records, new hire/separation report,

LANGUAGE KNOWN

- English (R/W/S)
- Hindi (R/W/S)
- Marathi (R/W/S)

PERSONAL DATA

- Name: Anil Kumar
- Father Name: Arjun Pandagre
- Date of Birth: 26-02-1986
- Address: A-166 Mahesh Vihar Ujjain Madhya Pradesh
- Email ID: hr.info.ind@gmail.com
- Contact Number: +919098518116

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge.

Date:.....

APPLICANT

Place:.....

Anil Kumar