

RESUME

NIKHIL ATRAM

134, Ladikar Lay-out, Near Jangid Sabhagruha,
Manewada Road, Post- Ayodhya Nagar
Nagpur, Maharashtra -440024.

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CAREER OBJECTIVE

I am to be associated with an organization that gives me the scope to apply my skills and actively work towards the growth of the organization and myself.

SKILLS :-

Data base management, Basic computer Skill, MS-Office

EXPERIENCE

1. Eros Infrastructures Pvt. Ltd. – Butibori, Nagpur, India

Position – HR Assistant

From July 2020 - Present

Role & Responsibility :-

- Daily Attendance Checking & maintain absenteeism record
- Monthly Salary & wages process
- Checking all bills like (Contractors, Security, Canteen, etc)
- Keeping up to date record of Employees Files and Legal Files
- Maintain Muster Roll, New Joining employee register & other legal records.
- Housekeeping & Canteen Management
- Employees leave data preparation & maintain
- Data base management of employees & contractual workers
- Company Vehicles maintenance scheduling & keeping records

EDUCATION :-

1. BCCA Commerce
Mahatma Fule College(RTMNU), Nagpur
2. HSSC Commerce
Kamla Nehru College (MH State Board), Nagpur

KEY ASSETS :-

- Ability to learn quickly & adapt to new environment
- Simple & Friendly person
- Like to work as a team

Personal Profile :-

Mother Name – Sumati Atram

Date of Birth :- 12th May 1994

Languages Known –

1. Marathi – First Language
2. Hindi – Proficient
3. English – Beginner

Hobbies :- Travelling, Cooking, Music, Cricket

I declare that all the information given above is true and correct to the best of my knowledge.

DATE :-

PLACE :-

NIKHIL ATRAM