

# RESUME

## **ARUN KUMAR**

Sector-52, Gautam Budh Nagar, Noida, Uttar Pradesh-201301



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arundhiman505@gmail.com

### **Career Objective:**

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to work with a growing company where I can devote my hard work and I will try to enhance the company growth.

### **Educational Qualifications:**

- BBA form CCS University, Meerut in 2015.
- 12<sup>th</sup> Passed from UP Board in 2012.
- 10<sup>th</sup> Passed from UP Board in 2010.

### **Working Experience:**

- Currently working with **M/s. Cengrs Getotechninca Pvt. Ltd.** Noida Sector-63 as an **Sr.Executive (Compliance & Payroll)** form June 2022 to till date.
- Worked with **M/s. Arya Infratech, Sector-142, Noida** as an **Account & Compliance Executive** from January 2020 to May 2022.
- Worked with **M/s. TSS Enterprises, Noida** as an **Assistant Accountant** from January 2019 to November 2021.
- Worked with **M/s. Nishant Security & Allied Services Pvt. Ltd. Delhi** as an **Assistant Account** from December 2018 to December 2019.

### **Job Responsibilities:**

- Ensure adherence to payroll-related statutory compliances, including Provident Fund (PF), Employee State Insurance Corporation (ESIC), and Professional Tax (P.Tax), Labour Welfare Fund, Bonus etc.
- Maintain site staff record including attendance, Prepare salary sheet with deduction, Recoveries & process for payment.
- Verify compliances documents submit of sub-contractor.
- Ensure compliance with applicable Bonus, minimum wages and other payroll related labour laws.
- Generate and verify EPF & ESIC numbers and prepare challans for timely submission.
- Maintain an up-to-date knowledge of Contract Labour Law and ensure the organization's practices comply with these regulations.
- Oversee the maintenance of statutory registers as required under various applicable labour laws.
- Handle IR-related activities, including the issuance of warning letters, show-cause notices, and charge sheets as per legal requirements.
- Prepare, Maintain and update statutory registers and record as required under various Labour law.
- Ensure proper maintain documentation and storage of all statutory registers
- Address and resolve employee grievances, ensuring a harmonious workplace environment.

- Maintain accurate employee records, including attendance, leave management, and personal information updates.
- Collect labour details from various project sites and manage the application process for their gate pass.
- Consolidate and manage manpower data across various projects, ensuring accurate tracking of workforce deployment and availability.
- Collect and verify site manpower attendance and prepare salary sheets accordingly.
- Coordinate with clients to address and resolve issues related to statutory compliances, including EPF & ESIC matters.
- Confirm client satisfaction regarding compliance matters and ensure all client inquiries related to HR and labor compliance are resolved promptly.
- Oversee the implementation and adherence to all statutory HR and labour compliances within the organization.
- Stay updated on changes in labour laws and regulations, ensuring the company's practices remain compliant.
- Knowledge of CLRA act & S&E act.

**Technical Qualifications & Knowledge:** ♦

- MS Office -MS Word, Excel, Google Sheet, Power Point, Gmail, Networking etc.
- 6 Months Tally Course. ♦

**Hobbies:**

- Playing Cricket.
- Internet Surfing, Listening Music
- Exploring Share Market

**Personal Details:**

- Father's Name: Mr. Kailash Chandra
- Date of Birth: 14<sup>th</sup> March 1995.
- Languages: English & Hindi
- Nationality: Indian
- Marital Status: Married
- Kids: 1
- Religion: Hindu
- Permanent Address: Village-Bhawanipur, Post –Raipur Berisal, Distt- Bijnor-246721 (UP)

**Declaration:**

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

Date: .....

Place: .....

**(ARUN KUMAR)**