**RESUME**

**Virender Singh Panwar**

RC 153 Sang am Park, Khoda colony,

GZB, UP 201010

**Contact No: 9205080572 E-mail**:- **virendersinghpanwar244@gmail.com**



|  |  |
| --- | --- |
| **PERSONAL DETAILS:-** |  |

Working with Harshit Info Solution Pvt. Ltd.​ as a **Asst. Administration Executive**.

Working with ​Hue canvas Consulting Pvt Ltd, as a **Administration Executive.**

Working with BSL Scaffolding Ltd as as **Asst. HR & Admin Executive from Feb 21.**

|  |  |
| --- | --- |
| **SUMMARY DETAILS:-** |  |

Having total 1 year 6 month of experience in **Asst .HR AdminExecutive**

Having total 17 month of experience in **Administration Executive**

|  |  |
| --- | --- |
| **QUALIFICATION DETAILS:-** |  |

* **2020 : DU BA ECONOMICS**
* **2017** Completed ​​**12th** ​from CBSE Board
* **2015:** Completed ​ **10th**​ ​from CBSE Board.

|  |  |
| --- | --- |
| **PROFESSIONAL QUALIFICATION:-** |  |

* **2017: Basic computer knowledge MS word ,Excel , etc**

|  |  |
| --- | --- |
| **CURRENT ORGANIZATION:-** |  |

**Current Organisation : BSL Scaffolding LTD**

**Current Location : Sec 59, Noida**

**Designation : Asst.HR & Admin Executive**

* Daily Attendance update Paytime Punching software and send to HR Manager
* Joining Formality ,Offer Letter ,Reliving Letter ,Appointment Letter, and leave record mange
* Experience in requirement naukri.com, indeed and monster portal.
* PF & ESI work handle
* Salary sheet Manage and Bonus Sheet.
* All maintained work manage ( plumber, furniture ,eletricity,chair repairing)
* AC, Servo, inverter, RO, UPS, office electricity bills) AMC maintain.
* All vendor HK & Pantry ,Security,AC, Servo ,Stablizer,Generator,RO,Manage and Payment Follow-up account dept.
* All office petty cash and stationery.
* Daily check facility,cleaning,Washroom,Pantry,Gurd Room Cafeteria, Garden ,Taris.
* Client meeting mange and Lunch, Dinner, Breakfast.
* Reception Handle and Required material purchase HK & Pantry.
* All office daily task manage les and index, etc.
* Event organize ( Diwali, Holi, New year party, Christmas, etc )
* Train, Hotel and flight ticket booking manage.
* Mediclaim update office staff.

|  |  |
| --- | --- |
| **HOBBIES:-** |  |
| ● Cricket, Chess. |  |
| **PERSONAL DETAILS:-** |  |
| **NAME** | : Virender Singh Panwar |
| **DATE OF BIRTH** | : ​24 Nov 1998 |
| **FATHER NAME** | : Mr Vikram Singh Panwar |
| **CURRENT ADDRESS** | : RC-Sangam Park,Khoda Colony GZB,UP - 201010 |
| **PERMANENT ADDRESS** | : RC-Sangam Park,Khoda Colony, GZB,UP - 201010 |
| **MARITAL STATUS** | : Unmarried |
| **NATIONALITY** | : Indian |
| **LANGUAGE KNOWN** | **:** Hindi, & English language |
| **DECLRATION:-** |  |

* I hereby declare that the information furnished above is correct to the best of my knowledge.

**Place: -** New Delhi​

**Date: -…………. (VIRENDER SINGH PANWAR)**