

CURRICULAM VITAE

KUNDAN SINGH

**Triveni Nagar, Behind Pankaj Hospital,
Talavde Road, Nigdi, Pune.**

Mobile Number – 7447394606

Email ID – kundar_aquarius@yahoo.com



Career Objective -

To best utilize my skills and knowledge acquired throughout my studies & work experience, towards building-up my career and adding up value to the organization.

Career Summary -

- More than 3 years of experience in the field of HR & Admin with reputed companies Experience in the field HR administration.
- Successfully participated in wages agreement.
- Handled all contract labors and proactively involved in all areas of facility management point of contacts of employee data & KRA
- Responsible for statutory payments.

Key Skill –

- Recruitment & Selection.
- Job Analysis & KRA.
- Training & Development.
- Employee Relation/Welfare.
- Performance Management.
- Statutory Compliances.

Professional Experience –

Company Name – Pay Square consultancy Private Limited.

Designation – Payroll Associate

Duration – Nov'2021 to till date

Managing and administration of the company payroll shared services and ensuring compliance and accuracy in monthly payroll activities.

Handling end to end payroll processing activity.

Data migration.

Implementation of salary inputs, revision of salary, adding allowance deductions.

Maintaining employees personal file for company record & compliance.

Issuance salary slip, appointment letter & confirmation letter for employees.

Efficiently deliver on all aspects including monthly attendance data completion, leave management payroll planning and having control of the issues.

Managing employee master file.

Planning and execution of monthly payroll processing.

Preparing and checking the documents like PF challans, ESI challans and professional Tax.
Resolving employees query with this timely update payroll records and individual employee data for all departments.
Employee's onboarding & joining formality.

Company Name – AML Lighting Private Limited.

Designation – Executive – HR

Duration – April 2020 to Oct 2021

- Managing and administration of the company payroll shared services and ensuring compliance and accuracy in monthly payroll activities.
- Handling end to end payroll processing activity.
- Data migration.
- Implementation of salary inputs, revision of salary, adding allowance deductions.
- Maintaining employees personal file for company record & compliance.
- Issuance salary slip, appointment letter & confirmation letter for employees.
- Efficiently deliver on all aspects including monthly attendance data completion, leave management payroll planning and having control of the issues.
- Managing employee master file.
- Planning and execution of monthly payroll processing.
- Preparing and checking the documents like PF challans, ESI challans and professional Tax.
- Resolving employees query with this timely update payroll records and individual employee data for all departments.
- Employee's onboarding & joining formality.

Company Name – Busybees Logistics Solutions Pvt. Ltd.

Designation – Executive – Admin

Duration – April'18 to March'20

- Help desk for PAN India.
- Preparing MIS report.
- Making User's on HELPDESK to PAN India.
- Assign the Helpdesk Tickets to Concern Person.
- Make a Daily Reports.
- Maintain the records of stationary purchase & Distribution.

Company Name – HLM India Pvt. Ltd.

Designation – Executive – HR

Duration – July'16 to Feb'18

- Salary & wages Administration – Staff, Trainee, & contractual workers.
- Daily Attendance of Staff in muster roll.
- Setting of bills of contractors related to labor.
- Maintaining of leave records.
- Maintained Training Record.
- Coordination/Discussion with HOD & workers.
- Preparation of full & final statement to the employees is having the organization.
- Office maintenance & Housekeeping Function.
- Handel with Manpower Planning recruitment selection, induction.
- Employee's welfare activities.
- Recruitment of new workers with all formalities /Documentation within week from requirement.

- To Review and update statutory compliance list monthly.
- Submit all Statutory Reports on or before due date.
- To collect PF, ESI, Paid Challans monthly by 20th of each month (company & Contract).
- Review of system index.
- To Maintain Manpower ratio - below 10 % of production.
- To Prepare Training Plan based on norms & Process & monitor it monthly plan vs. Actual.
- To impart OJT to new recruits within 3 days of induction & maintain monthly record along with effectiveness.
- To fulfill all requirements as per ISO.
- Zero Accident.
- Safety and Firefighting Training to Employee quarterly.
- Safety Audit.
- Welfare of employees & motivational Schemes.
- Canteen / Security, Transportation, Housekeeping.

Academics -

- Passed MBA (HR & MKT) in the year 2011 from St. Bosco College of Management, Lucknow.
- Passed MA (English Litt) in the year 2009 from Kanpur University.
- Passed Bachelors in Art in the year 2007 from Allahabad University.
- Passed HSC in Science in the year 2004 from Bihar Board.
- Passed SSC in the year 2002 from Bihar Board.

Extra Circular Activities -

- Diploma of CTTC (Computer Teacher Training Course) From Society of Information Technology & Development (SITD).
- Diploma of PGDIT (Post graduate diploma in information technology) From Society of Information Technology & Development (SITD).

Project Work -

During MBA –

Two months Project work at details (A Leading garment Export house) on the topic “A Study on the effectiveness of the Recruitment Process”.

Strengths -

- Smart working attitude with dedicated, organized and systematic way of working.
- Good written and verbal skills.
- Ability to work in multi-cultural environment.
- Quick learner & executor.

Personal Details -

Name	: Kundan Singh
Father's Name	: Mr. Devendra Nath
Date of Birth	: 01 st Jan 1988
Nationality	: Indian

Sex : Male
Marital Status : Married
Language : English, Hindi, Basic of French.

Summary -

I believe that I would be an excellent addition to any organization that chosen to give me an opportunity to employ my skills not just because of my technical ability but also because of my passion enthusiasm and willingness to learn.

Kundan Singh

Place - Pune