

## CURRICULUM VITAE

### **SARVESH KUMAR**

E-MAIL:sarvesh.k0207@gmail.com

Phone: 7895654593, 9458144995

Address: H. No. 216k, Ward no 6,

Keshav Nagar , Bazpur-262401

Udham Singh Nagar (Uttarakhand)

### **OBJECTIVE**

To work with an organization where I can enhance my knowledge & skills which helps me grow as a professional and play a constructive role in growth of the organization.

### **ACADEMIC QUALIFICATION**

EXAMINATION	INSTITUTE	EXAMINING BODY	YEAR OF PASSING
HIGH SCHOOL.	R. K. S.V.M. INTER COLLEGE, BAZPUR	U A BOARD RAMGANAR	2006
INTERMEDIATE	T. R. S.V.M. INTER COLLEGE, KASHIPUR	U A BOARD RAMNAGAR	2009
DIPLOMA IN COMPUTER ENGINEERING	GOVT. POLYTECHNIC, KASHIPUR	U B T E, ROORKEE	2012
B.A.	R. H. P. G. COLLEGE, KASHIPUR	KUMAUN UNIVERSITY	2015
M.A.	R. H. P. G. COLLEGE, KASHIPUR	KUMAUN UNIVERSITY	2017
M.B.A.	JAIPUR NATIONAL UNIVERSITY	JAIPUR NATIONAL UNIVERSITY	APPEARED

### **EXPERIENCE DETAILS**

#### **3 months experience in Varanasi Waste Solution Pvt Ltd, Varanasi (Uttar Pradesh)**

- **Job Title** :- H.R. Executive (Joined on March 08, 2021)
- **Job Duties** :-Joining Formalities of employee, UAN & ESIC registration of new joinee, Analysis of dept wise manpower, Maintaing employee files & records, Giving notice for absenteeism, misconduct, Maintenance of leave record, Induction Training, Training Schedule Management, Grievance handling.

#### **3 year 6 months experience in Nestle India Ltd., Pant Nagar (Uttarakhand)**

- **Job Title** :- H.R. Associate (Aug 21, 2017- March 6, 2021)
- **Job Duties** :- Time office management, Generation of attendance & Overtime report, Circulating absenteeism report and Analysis of dept wise manpower. Giving notice for absenteeism, misconduct, Maintenance of leave record, Contractual Recruitment, Bulk Hiring, Documentation, Induction Training, Training Schedule Management.

**1 year experience in Bajaj Motors Ltd., Pant Nagar (Uttarakhand)**

- **Job Title** :- Trainee Executive in H.R. (1 June, 2016 – 31 May 2017 )
- **Job Duties** :-Co-Ordination & arranging interviews, Pre joining checkup, Joining formalities and Orientation of new employees, Timely generation of attendance report, Circulating absenteeism report and Analysis of dept wise manpower. Giving notice for absenteeism, misconduct, Maintenance of leave card/record.

**2 Year 6 Months experience in Macmillan Publishing Solutions Ltd., Dehradun (Uttarakhand)**

- **Job Title** :- QA Executive (November 6, 2013-May 31, 2016)
- **Job Duties** :-Quality Assurance, Software testing, XML Conversion.

**1 Year experience in HCL Infosystems Ltd, Rudrapur (Uttarakhand)**

- **Job Title** :-Production Engineer (Trainee) (August 16, 2012-August 15, 2013 )
- **Job Duties** :- System Assembling, Testing , O. S. & S/W Installation, S.A.P.(System Application Program).

**INDUSTRIAL TRAINING**

- INDUSTRIAL TRAINING OF 4 WEEKS IN “**S.R.F. LIMITED**”, KASHIPUR.
- VOCATIONAL TRAINING OF 15 DAYS IN “**UTTARANCHAL ISPAT LIMITED**”, BAZPUR.

**SKILLS**

- M.S. Office : MS Word, MS Excel & MS Power Point
- Software : Savior Time Office, Erpro, Mac Edit Pro, Altova Xml Spy
- Communication : Knowledge of Internet, Outlook, E-mail.

**PERSONAL INFORMATION**

**NAME** : SARVESH KUMAR  
**FATHER' S NAME** : SHRI AMAR SINGH  
**MOTHER' S NAME** : SMT. URMILA DEVI  
**SEX** : MALE.  
**MARITAL STATUS** : SINGLE  
**DATE OF BIRTH** : 02-JUL -1991  
**LANGAUGE KNOWN** : HINDI, ENGLISH.  
**HOBBIES** : PLAYING CRICKET, LISTENING MUSIC.

**DECLARATION**

I HEREBY DECLARE THAT THE ABOVE DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

DATE:

(SARVESH KUMAR)