

CURRICULUM VITAE

Nasir Husain

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Summary:-

• Human Resource professional with around **3 years** of experience in Employees on-boarding & Induction, Employee relations, administration, Management information system. Proficient in HRIS systems for managing employee data, payroll, and benefits administration.

Organisational Experience:-

- HR Officer at Prashakti Services Pvt.Ltd (Oct 2021-Till Date)
- Sr. Executive at SMC Insurance Brokers Pvt.Ltd (6 Month)

Job Profile:-

- Handled administrative policies of company.
- Maintain leaves and attendance records of the employees.
- ID card issuance.
- Employment engagement.
- PF and ESIC (UAN Activation)
- Supporting/Handling the payroll Team also
- Invoice Checking,Audit, Validate (Reimbursement, Petty cash)
- Maintaing Salary in Excel and tools.
- BGV (Background Verification)
- Processing Vendor Payments
- Vendor Management
- Employment Insurance Activation/Termination
- Handled End to end recruitment, screening of resumes & Scheduling interview.
- Posting requirements on online portals.
- Post selection activities such as issuing of Offer, Appointment letters, Promotion & Transfer.
- Maintain employee's personal files their joining/ exit formalities.

Time Management:-

- Maintaining record of muster roll register/leave with wages register
- Monthly tracking of late coming and short leave
- Handling HR audit

Administration Function:-

- To handling security services, gardening services and housekeeping services.
- Maintain all official records.
- Maintain relation with employee and client.

Academic Qualification:-

- Completed M.B.A in Specialization of Human Resources from AKTU in 2020.
- Complete B.A from Mahatma Gandhi Kashi Vidyapith in 2016.
- Completed 12th from UP Board in 2013.
- Completed 10th from UP Board in 2011.

Summer Internship:-

- At Coastal Gujarat Power Limited (A Tata Power Co.Ltd)

Project:-

- **Title:** Industrial Relation

Knowledge Of:-

- MS Office ,MS Excel
- Basic Knowledge of Computer
- Pay Time Standard
- Real Time Attendance

Personal Details:-

Date of Birth	: 08-10-1996
Marital Status	: Unmarried
Gender	: Male
Nationality	: Indian
Language Known	: Hindi & English

Hobbies

- Listening Music
- Cooking & Travelling
- Interacting with People

Strength:-

- Hardworking
- Sincerity And Effective Inter Personal Skills.
- Adaptable, flexible, honest, and Punctual.
- Quickly Learn.

Deceleration

I hereby declare that the above information provided is to best of my knowledge.

(NASIR HUSAIN)