



## AVINASH VAJPAYEE

SUBHASH NAGAR AKBARPUR KANPUR 209311  
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### Objective

An Expeeiend Human Resource Management Seeking Work. Opportunities in HR Management, HR Administration, recuriment to fully utilize my experience & skill while making significant contribution in company suces.

### Experience

- **BBMF IND. LTD. JAINPUR KANPUR** 10-01-2022 - 05-06-23  
HR ADMIN (TIME OFFICE)  
I manged entire time office, making attendance, exit formalities, some of my work involved facility management.
- **Hindustan Syringes & Medical Devices (HMD) FARIDABAD** 13-06-23 - Present  
HR Assistant (P&A)  
Employee Relations, Onboarding, ERP, Payroll Processing, Exit Formalities, Statutory Compliance, Time office.  
As an HR Assistant, you will perform necessary administrative tasks in the Human Resources department, such as staff management, hiring processes, social welfare & archiving of HR records. You will also be responsible for updating HR policies and forecasting recruitment needs for the company.

### JOB PROFILE

- **Time Office Management**
  - :Manpower Handling
  - :Maintaining Record of Muster-roll register, Leave with wages register, Salary Register,
  - :Organization & Conduction of Interview
  - :Recruitment & Selection (Need Based).
  - :PF eligible Register, OD Slip, Attendance Records etc.
  - :Drafting office's notice, circular, orders, etc.
  - :Checking all types of bills like contractor's bill, House Keeping bill & Canteen bill etc.
  - :Joining Formalities of Staff & Associates.
  - :Recruitment of Associate
- **Statutory Compliance**
  - :Preparing the online PF & ESIC Challan as per ESI Act & EPF Act, & Employee Exchange return, Labour welfare return, Deposit the return on time.
  - :Registration and Licensing under contract Labour act, and Renew Factory License, And summiting return of factory act and contract act.
- **General Administration**
  - :Looking Security arrangement System.
  - :Looking Transport Management system.
  - :Looking House-Keeping Management.
  - :Looking Canteen Management system.
  - :Handling Plantation activities, etc.
- **MIS(Management Information System)**
  - :Handling MIS in Daily Attendance Report & Daily HR Report.
  - :Handling Weekly Report & Monthly Report.
  - :Handling Yearly MIS Report.
  - :Handling MIS in Quarterly Incentive Report, Provision Report.
- **Welfare Management**
  - :Conducting the Code of Uniforms.
  - :Handling the Suggestion & Reward Management system.
  - :Looking first aid box, fire safety equipments, suggestions box etc.

## Core Competencies

- Recruitment
- HR Administration
- Training and development
- Personal management
- Time office & functions
- Onboarding
- Induction
- Compensation management
- Safety and health
- Exit formalities

## Skills

- Human Resources Administration
- Quality management
- Accounting & finance
- Effective communication
- Time office management
- Making attendance
- House keeping
- Payroll management
- Recruitment & Training
- Industrial Relation & labour law

## Personality Traits

- Proactive
- Quick learner
- Active listener
- Problem solver
- Quick design maker

## IT SKILLS

- M S office suite
- Intermediate communication in English
- Active listening
- Computer skills
- Marketing skills

## Education

- **J. S. UNIVERSITY SHIKOHABAD** 2022  
MBA IN (HR&IT)
- **CSJM KANPUR UNIVERSITY** 2016  
B.Sc.
- **Allhabad board** 2013  
Higher secondary 10+2

## Languages

- Hindi
- English
- Limited working proficiency

## Personal Details

- Date of Birth : 01/05/1996
- Marital Status : Married
- Nationality : Indian
- Gender : Male

## Interests

- Chess
- Listening music
- Play & watch cricket
- Traveling
- Movies

## Declaration

I here by declare that all the details furnished above are true to the best of knowledge and belief.

(AVINASH VAJPAYEE)