

CURRICULUM-VITAE

Subject: Application for the post of Asstt Manager- HR

Respected Sir,

Being given to understand from reliable source that you require the services of **Asstt Manager**-HR under your organization, I request the favour of your affording me with an opportunity to serve under you, and I assure you, that I shall make every Endeavour to satisfy my superiors under whom so ever I asked to serve. A brief resume of my Qualification and experience in support of my candidature is enclosed for your favorable consideration.

Personal Details

Name : Rajat Arora
Fathers Name : Sh. R. K. Arora
Date of Birth : 01/09/1970
Marital Status : Married
Language Known : Hindi & English & Punjabi
Nationality : Indian
Address : Flat No - 528, Pocket C-8, Sector-8, Rohini, Delhi-110085
Email Id : rajatwalco@gmail.com
Mobile No : 09810936966

Educational Qualification

10th Passed From Delhi (C B S E)
12th Passed From Delhi (C B S E)
Graduate from Delhi University

Experience Summary: Worked as a Personnel Officer with Indian Refrigeration
(Total 23 Years) Industries W.E.F 12/02/1993 to 30/04/2008.

Working as a Personnel Officer with Walco Engineering Limited since 01/05/2008.

Responsibilities undertaken

During my above tenure I have been looking after the following jobs:

- a) Daily Attendance of all employees
- b) Monthly Salary making of all employees
- c) Submission of PF online
- d) Submission of ESI online
- e) Factory act return
- f) Delhi welfare fund return
- g) Overtime/Bonus/LTC/ Medical Registers
- h) Adult Register/ Eligibility Resister/Accident Register
- i) Arranging Interviews issuing Appointment Letters
- j) Maintenance of all Registers related to Personnel Department.
- k) All personnel works relating to company

I am fully conversant with the operation of computer and can independently work on the same.

Besides the above, I have also been attending to various commercial/ liaison job in connection with factory licenses, MCD licenses', Delhi Pollution Control Committee, Food Safety Department, Insurances, Property Tax etc, and all matters with labour department pertaining to the workers /staff.

RAJAT ARORA