

ARUNKUMAR
VPO-CHHAINSA
TEH - BALLABGARH
DIST- FARIDABAD PIN CODE
HARYAN 121004
CONT- 8368225963, 8930332797,
Email Id- arunbhoomi910@gmail.com,

CAREER OBJECTIVE:-

TO LEAD A TEAM OF SCM PROFESSIONALS TO CONTRIBUTE EFFECTIVELY TOWARDS
ACHIEVING THE GOALS OF THE ORGANISATION AND SELF.

Overall Skill:-

- More than 16 year experience in (H.R. Department)
- More than 5 year experience in Medical college and Hospital, (H.R Department)
- More than 3 Years' experience in Logistics, Warehouse operations,(Pre & Post Goods Documentation)
- Knowledge of Documentations related to material Receiving to Finished goods dispatches
- Experience in leading team of people

Present Organization: -

Organization: Eco Turnkey Solutions Pvt. Ltd

Position: - Sr.H.R Executive with All Accounts Work

- Recruitment, Day to Day activities, Joining & Exit Formalities, Induction, Training coordination, Performance Appraisal, Employee Grievances, Full & final Settlement etc.
- Working in Complete Pay Roll salary software system.
- Salary Create all employ and transfer to bank properly.
- compliance with **labour laws and statutory requirements** (PF, ESIC, Factory Act, CLRA, etc.)
- Account work with tally.
- All Bill Payment for vendor time to time.
- Proper record maintained with voucher.
- Time to time Organization document maintained,
- Manage **contract labour and vendor coordination**.
- Handle recruitment and onboarding for plant staff, operators, technicians, and contract labour

PREVIOUS ORGANIZATION: -

Organization: Aggarwal Vidya Pracharni Sabha Teh, Ballabgarh, Dist, Faridabad Haryana 121004.

Position: - HR Head with All Accounts Work

- Recruitment, Day to Day activities, Joining & Exit Formalities, Induction, Training coordination, Performance Appraisal, Employee Grievances, Full & final Settlement etc.
- Working in Complete Pay Roll salary software system.
- Salary Create all employ and transfer to bank properly.
- Time to time submit P.F & ESIC return.
- Account work with tally.
- Proper Fee Received and deposit in bank.
- All Bill Payment for vendor time to time.
- Proper record maintained with voucher.
- Time to time Organization document maintained,
- Proper coordination with contractors.

PREVIOUS ORGANIZATION:-

Organization: Gold Field Institute of Medical Science & Research
Chhainsa, Teh, Ballabgarh, Dist, Faridabad Haryana-121004.

Position: - HR Executive

- Have assisted 10 inspections (5 MCI & 5 University).
- Recruitment, Day to Day activities, Joining & Exit Formalities, Induction, Training coordination, Performance Appraisal, Employee Grievances, Full & final Settlement etc.
- Working in Complete Pay Roll salary software system.
- Working in Complete Savior software System.
- Working in Hospital (SQL software) H.M.S System. With database.
- Salary Create all employ and transfer to bank
- Regular coordinate to all departments H.O.D.
- Time to time submit P.F & ESIC return.

PREVIOUS ORGANIZATION:-

Company: SCHNEIDER ELECTRIC INDIA PVT. LIMITED A-4 Mohan Co-Operative Indl.Estate Mathura Road New Delhi -110044.

Position: - Logistic Executive

(OUTBOUND LOGISTICS)

- Executing Finished Goods stores & Distribution. Annual turnover of 1500 Crore with more than 3000 different types of Electrical Switchgear Products and Spares

Responsibility:-

- All Experience of Work in Logistic Department
- Redressed of Delivery related complaints and corrective action. Attending customer related complaints on logistics problems, analysis of problems faced by customers
- Respond to Branches on dispatch related queries
- Ensure healthy system of packing of receipted finished products and timely dispatch of material and documents to customers.
- Upkeep for warehouse and Maintain finished goods Inventory and ensure availability of physical Stocks as per book of record.
- Working in Complete SAP system Prepare daily dispatch reports.
- Preparation on monthly delivery schedule.

ACIEVEMENTS: - Increased the billing from an average 30-35 lakh to 100 lakhs by reorganizing the manpower with a 24 hours billing running in 3 shifts and dispatches to 15 hours.

PREVIOUS ORGANIZATION: -

Company: - BHARTIA INDUSTRIES LIMITED as a contract basis
(Manufacturers of low Voltage Switchgear & control Gear, Automation, Electrical & Techno Modular Enclosure)

JOB PROFILE:-

Receiving Store

- Controlling the material flow
- ABC Analysis
- Material sent to job work
- Receiving the Raw material from the suppliers
- Issue the material to Production as per plan
- Warehousing the slow moving Items.
- Highlight the slow moving Items
- Coordinate with the different departments.
- MIS- Reports related to Stocks, Nov moving and slow moving Items list.

Logistics:-

- Dispatches the finished good to the branches
- Attending to problems related to Dispatches
- Create the new PO
- Checking the bill of vendors

ACHIEVEMENTS: -

Working Experience in all the section of stores. Working experience in completely computerized environment

ACADEMIC QUALIFICATION:-

- B.A from Eastern Institute for Integrated Learning in Management Univ. Sikkim.
- 12th From Board of School Education Haryana.
- 10th From Board of School Education Haryana.

COMPUTER & SOFTWARE KNOWLEDGE:-

- One Year Diploma in Computer Applications & Programming from F-TEC Computer Education.

Strength: - Quick Learner. Willing to new technologies, Committed, Hardworking with a "never say die attitude" Positive Attitude, Optimistic, Open for change, Believe in Personal growth thru meeting Organizational goals, Proactive, Team Player, Excellent Interpersonal skill, Mobile

PERSONAL DETAILS:-

FATHER'S NAME	: SH .JAIPARKASH
DATE OF BIRTH	: 30-07-1984
MARITAL STATUS	: MARRIED
EMAIL ID	: arunbhoomi910@gmail.com
CONTACT PHONE NO	: 08368225963, 08930332797,
Language Abilities: -	: Read & write: English Hindi

(ARUN KUMAR)