

Anil Thakur

MBA (HR)

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CURRICULUM VITAE

A **competent professional**, Result oriented Personal & Administration professional with MIS, joining & relieving formalities, Employee relations, Performance management, payroll processing, HR related areas.

PROFESSIONAL CONSPECTUS

- ⇨ **Master of Business Administration (MBA)** in 2011 from HPU.
- ⇨ Quick learner & self-directed; consistent updating self with the emerging trends in the industry.
- ⇨ An efficient key player in challenging & creative environments with excellent capacity to adapt to new technologies and skills.
- ⇨ Gained knowledge of fundamental of computers, Operating System.
- ⇨ Two year experience in Bisht Electro Ind. As a **HR executive**.
- ⇨ Currently working with Venky's (India.) ltd. As **Assistant Manager Personnel & Admin.**
- ⇨ Also a good knowledge about pay Roll.
- ⇨ Statutory Compliance
- ⇨ Welfare Facilities
- ⇨ Liaison with Govt. Authorities, Labour & Factory Dept., Police, Pollution Board, Electricity Board, Forest Dept. etc.

CAREER PATH

Venky's (India) Ltd. Mohali,PB (Admin Office & production sites North Zone)

Assistant Manager Personnel & Admin

June 2013- Present

Bisht Electro Industries. (Production Plant – Solan,HP)

HR Executive

June 2011 – June2013

ROLES & RESPONSIBILITIES

Role in Venky's (India) Ltd.

- Handling the payroll team, compensation and benefits administration.
- Checking reports with regards to PF, ESIC, etc.
- Attendance and Leaves Administration.
- Interacting with the site team on regular basis for MIS.
- Check CVs from various channels such as referencing, company's own database,
- Taking care of recruitment team for Conducting Drives, Walk-ins and personal interviews.
- Compliance Audit at sites or offices level.
- Office administration.
- Providing timely feedback to the HOD on their requirements.
- Taking care Conducting induction for new joiners to create awareness of the Recruitment function.
- Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
- Organizing employee engagement programs, employee safety, welfare, wellness and health programs.

COMPETENCIES

- Recruitment
- Time Office
- Offer generation
- Training
- Induction
- F&F
- Exit formalities
- People Management
- Grievances handling
- Letter Formation
- Employees attendance
- Welfare facilities
- Statutory compliance
- Payroll input
- Employees engagement
- Appraisal coordinate
- Vendor Management
- Leave records

Role in Bisht Electro Industries.

- Recruiting.
- Training.
- Define job Description of Employees.
- Job Analysis of Employees.
- Leave Management.

SUMMER TRAINING

- Undertaken Six weeks Trainee in Bisht Electro Ind.
- Undertaken Six weeks Trainee in Ambuja cement Ltd.

ACADEMIC CREDENTIALS

Examination	Year		Institution
MBA	2009	2011	Himachal Pradesh University
B.A	2006	2009	Himachal Pradesh University
12 th	2006	2006	H.P.B.S.E
10 th	2004	2004	H.P.B.S.E

COMPUTER LITERACY

- Database Microsoft SQL Server
- Operating Systems Window 98, 2000, XP, Windows 7.window 10
- MS Office 2003,2007,2010,2013

PERSONAL VITAE

Permanent Address : #B006-02514 Near Shivjot Enclave Gate No-2 GTB Nagar Kharar PB 140301
Date of Birth : 12April 1990.
Language(s) Known : English, Hindi & Punjabi
Hobbies : Listening to Music, Watching Movies, Interacting with people.

Date:
Place: Mohali

(Signature)
Anil Thakur