

## Curriculum Vitae

### Anoop Singh

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### Career Objective:

To obtain a challenging and responsible position, offering advancement opportunity that will utilize and further develop my skills, abilities and knowledge.

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### Qualifications:

<u>Qualification</u>	<u>Specialization</u>	<u>University</u>	<u>Passing Year</u>	<u>% of Marks</u>	<u>Duration</u>
Graduation	B.A.	HPU Shimla	2015	51%	3Yrs
Diploma	Computer Science Engg.	Punjabteched Chandigarh	2011	70%	3Yrs
10+2	Arts	HPSEB	2012	58%	Private
10th	General Subjects	HPSEB	2008	76%	-

### Working Experience:

- Working as an Admin Executive at Aakash Educational Service Pvt. Ltd. Since 19<sup>th</sup>-Mar-2018.
- IGR officer in Leader Valves ltd. Jalandhar since 1<sup>st</sup>-Dec-2015 to 17<sup>th</sup>-Mar-2018.
- Executive Admin in Videocon Telecom from 13<sup>th</sup>-Feb-2014 to 21<sup>st</sup>-Feb-2015.
- Coordinator-HR in Firstsource Solutions Ltd. Jalandhar from 12<sup>th</sup>-June-12 to 10<sup>th</sup>-Feb-2014 (Approx 20 Months).

### Job Responsibility in Aakash Educational Service Pvt. Ltd. as an Admin Executive :

- Manage four stores of company having different kind of study material.
- Responsible for all kind of material issuing to students i.e. Students bags, Study Material, ID-Card, T-Shirts
- Providing facilities to employees.
- Providing stationary to as per request from all departments.
- Responsible for keep checking on all the facility equipment should not be damage.
- Responsible to repair damages in facilities.
- Responsible for security check.
- Responsible to provide manpower as required.
- Have to keep check on proper clean environment of the company
- Managing all compliance registers as well as attendance registers for students.
- Taking care for all in/out material from centre.
- Responsible for managing cab's running in institute and cafeteria in institute.
- Responsible for all kind of bills.
- Responsible for Admin Session on day one class or batch commencement.
- Responsible for all type of repair and maintenance.
- Responsible for all type of purchase and market survey.
- Responsible for attendance input of third party staff working in company.
- Billing analysis, billing reports to solve any billing issue.
- Responsible for completion of all documents of cabs & legal compliance

- Handling the headcount of 2000 students (both weekdays & weekend)
- Works on provisional amount (Expected Expenses) send to management every month.
- Real time management for any issue in the centre.
- Responsible for the arrangement of any event held in company.
- Manpower Management.
- Co-ordinating vendors for various purchase & AMC works.

**Job Responsibility in Leader Valves Limited as an IGR officer :**

- Responsible for daily purchase billing report.
- Responsible to make details material receipt note using saphire.
- Responsible to make gate pass of material outwards from company.
- Inspection of material received.
- Coordinate with vendors for rough material as well as complete products.
- Resolve end to query and issues regarding billing.
- To close billing at given timelines by company criteria.
- Manage labour according to all department requirements.
- Maintain all audit files.
- Manage the attendance of employees of same deptt.

**Job Responsibility in Videocon Telecommunication as an Executive Admin:**

- Providing facilities to employees.
- Providing stationary to as per request from all departments.
- Responsible for keep checking on all the facility equipment should not be damage.
- Responsible to repair damages in facilities.
- Responsible for security check.
- Responsible to provide manpower as required.
- Have to keep check on proper clean environment of the company.
- Have to check reading in KM's of cab facility provided to employees.
- Responsible to make roaster for Pick-up drop of employees on weekly basis.
- Responsible for billing, invoices for purchased product on company requirement.
- Manpower Management.
- Responsibility of Data Entry.
- Responsible of cafeteria running in company.
- Responsible for attendance input of third party staff working in company.
- Billing analysis, billing reports to solve any billing issue.
- Responsible for completion of all documents of cabs & legal compliance.
- Responsible for all type of repair and maintenance.
- Responsible for all type of purchase and market survey.
- Responsible to manage cab facility as per requirement.
- Responsible for cab bills.
- Responsible for Admin Session on day one HR induction.
- Responsible for real-time access machines in company.
- Responsible for the arrangement of RnR & Best CC Circle held every month in company.
- Works on provisional amount (Expected Expenses) send to management every month.
- Real time management for any issue in the centre.

## **Job Responsibilities in Firstsource Solutions Ltd. As Coordinator –HR:**

- Responsible for joining formalities of the new employees.
- Have to keep check on PF forms of Ex-Employees.
- Responsible for file auditing.
- Responsible for Creation, Deletion & modification ISAM details for the employees.
- Responsible for all kind of PeopleSoft updation for the employees.
- ERS handling.
- Responsible to close Genie Scorecard at month end.
- Help team Employee Engagement in skip level meet (One on One).
- Responsible for conducting various Employee Engagement activities for the Process (Airtel) for approx 600 employees.
- Responsible to close all the issue within a TAT, Which is raised by employees through applications.
- Responsible to close all given appointment letter, Promotion, relieving or experience, Grade change, confirmation, Re-designation & other letters.
- Coordination with bank to create salary A/C for employees.
- Helping backend team in various updations as PAN numbers, Blood group etc.
- Handling Employee grievance.
- Manage day to day HR, employee related issues on daily basis.
- Help in day one HR induction for newly joined employees.
- Managing HC reports, HR dashboard & various HR related centre specific reports.
- Recruitment records-Supervise and maintain all joiners' reports and ensure it published on time to stake holders.
- Grievances handling and conducting monthly salary helpdesk.
- Responsible to guide employees for ESIC & Med Claim.
- Ensure various data regarding payroll reaches to finance team for payout of salary.
- Advance salary process.
- Coordinating with Access ID card vendor & PAN Card vendor.

## **Software skills:**

- Safe hand in internet browsing/surfing.
- Safe hand in MS-Excel.
- MS-Word.
- Operating System (Window XP, Window 7, Window 8).
- PeopleSoft 8.0.
- ISAM (IS account Management System).
- Extensive knowledge of internet and computer.

## **Strengths:**

- Self motivation.
- Loyal.
- Hard work and Discipline in my work.
- Quick adaption in new environment.
- Data analysis.
- Ability to take quick decision.
- People management.
- Self confident.

### **Training & Certification:**

- C++ from Labs n Racks (6 weeks).
- Certified Merit Student in 10<sup>th</sup> Standard.

### **Awards/Achievements:**

- Awarded for Best Kaizen Ideas.
- Awarded for 72hours constant work for company.
- Awarded for 0% unplanned leave.
- Appreciated by Manager for being on top of KRA's.
- Awarded as Best support pillar for the Quarter (JFM).
- Successfully completed various certifications.

### **Projects:**

- Bus Time Table Manager using C & C++.
- Portable Battery Charger using bicycle & Magnetic Attenuator.

### **Hobbies:**

- Listening to Music.
- Playing Games & Cricket.
- Driving & Travelling.

### **Personal Details:**

Name	:	Anoop Singh.
Father's Name	:	Mr. Baldev Singh.
Date of Birth	:	14-July-1992.
Nationality	:	Indian.
Gender	:	Male.
Marital Status	:	Single.
Language Known	:	English, Hindi, Punjabi.
Correspondence Add	:	#512, Shiv Nagar, Street no-9, Industrial Area, Sodal Road, Jalandhar (PB)-144004.
Permanent Add	:	Vill-Gher, PO-Bhuana, Block-Panchrukhi, Tehsil- Palampur, Distt-Kangra, Himachal Pradesh-176076.

### **Declaration:**

The above mentioned all the information is true as best of my Knowledge.

Date: .....

Anoop Singh