

CURRICULUM VITAE

Jatin Rohilla

Address: H No -13/928,Vijay Nagar
Ballour Road,Bahadurgarh & Distt- Jhajjar
Haryana -124507

Mobile No:- +91 9050009325

E-mail: jatinradv@gmail.com

CARRIER OBJECTIVE:-

To get the opportunity this would enhance my knowledge & skills in the field of Human Resource Management & Admin contribution towards the growth and development of the company.

EXPERIENCE:-

- *Currently working with Polka Foods as an HR Manager from April 2018*
- *April 2017 – March 2018 as a HR Executive in Lenskart Solutions Pvt Ltd .*
- *June 2016 - Mar 2017 in G.B. Enterprises Pvt. Ltd. As HR & Admin .*
- *Worked with a consultant in Bahadurgarh from July 2014 to April 2016.*

Job Analysis:-

Personnel Management:-

- *Handling the salary/wages administration (MS Excel,)*
- *Maintain Registers, Files, issuing ESI Cards & EPF slips.*
- *Updating of employee record, linking Aadhar card to ESIC and EPF .*
- *Give an interview letter, experience letter, relieving letter and other required certificates.*
- *Posting of Attendance from gate register to muster roll register, Leave, Full & Final, etc.*
- *Preparation of appointment letters, offer letters, generation of employee ID'S, opening of Bank accounts, issue ID cards.*
- *To complete all joining formalities, Induction programs.*

Recruitment & Selection:-

- *Getting the requirement from the management.*
- *Posting the requirement on various job portals.*
- *Coordination with consultants.*
- *Screening and sort listing the profiles as per the requirements*
- *Sort listing the candidates and scheduling the preliminary interviews*
- *Getting feedback from the manager.*
- *Preparing and issuing offer letters and sending to the candidates.*

ADMINISTRATION:-

- *Co-coordinating utilities payment like telephone, electricity, water and maintaining there records.*
- *Handling housekeeping, pantry, documentation, stationary, security etc.*

- *Liasioning with govt. authorities and other such as ESIC, EPF, FIRE NOC, Pollution ,CIF and Banks .*

COMPUTER PROFICIENCY:-

I have been working on computer since 8 years, have a good knowledge to handle my profile well using my experience

ACADEMIC QUALIFICATION:-

- *Passed Matriculation from board C.B.S.E.*
- *Passed 10+2 from NIOS.*
- *Graduation from Himalayan University (AP) .*

PERSONAL SKILLS & STRENGTH :-

- *Planning System*
- *Like to accept and can handle challenges in life*
- *Sense of responsibility*
- *Communication Skills*
- *Ability to work under pressure*
- *Decision Making*
- *Time Management*
- *Self-Motivation*
- *Leadership, Team Leader*
- *Adaptability to environment*

PERSONAL DETAILS

<i>Father Name</i>	<i>:</i>	<i>Late Sh Mukesh Rohilla</i>
<i>Permanent Address</i>	<i>:</i>	<i>H No 13/928, Vijay Nagar, Ballour Road</i> <i>Bahadurgarh ,Distt-: Jhajjar (Haryana)</i>
<i>Date of Birth</i>	<i>:</i>	<i>12/09/1994</i>
<i>Language known</i>	<i>:</i>	<i>Hindi, English</i>
<i>Marital status</i>	<i>:</i>	<i>Married</i>

Date 29 May 2022.

Place.....

(Jatin Rohilla)