CURRICULUM VITAE

# SARVESH KUMAR

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**Address**: H. No. 216K, Ward No. 6 Keshav Nagar, Bazpur

Udham Singh Nagar (Uttarakhand)

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| OBJECTIVE |

To work with an organization where I can enhance my knowledge & skills which helps me grow as a professional and play a constructive role in growth of the organization.

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| ACADEMIC QUALIFICATION |

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| **EXAMINATION** | **INSTITUTE** | **EXAMINING BODY** | **YEAR OF PASSING** |
| HIGH SCHOOL. | R. K. S.V.M. INTER COLLEGE, BAZPUR | U A BOARD RAMGANAR | 2006 |
| INTERMEDIATE | T. R. S.V.M. INTER COLLEGE, KASHIPUR | U A BOARD RAMNAGAR | 2009 |
| DIPLOMA IN C.S.E. | GOVT. POLYTECHNIC, KASHIPUR | U B T E, ROORKEE | 2012 |
| GRADUATION | R. H. P. G. COLLEGE, KASHIPUR | KUMAUN UNIVERSITY | 2015 |

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| EXPERIENCE DETAILS |

**1 year experience in Nestle India Ltd., Pant Nagar (Uttarakhand)**

* **Job Title** :- H.R. Associate (Joined on Aug 21, 2017)
* **Job Duties** :-Time office management, Generation of attendance & Overtime report, Circulating absenteeism report and Analysis of dept wise manpower. Giving notice for absenteeism, misconduct, Maintenance of leave record.

**1 year experience in Bajaj Motors Ltd., Pant Nagar (Uttarakhand)**

* **Job Title** :- Trainee Executive in H.R. (1 June, 2016 – 31 May 2017 )
* **Job Duties** :-Co-Ordination & arranging interviews, Pre joining checkup, Joining formalities and Orientation of new employees, Timely generation of attendance report, Circulating absenteeism report and Analysis of dept wise manpower. Giving notice for absenteeism, misconduct, Maintenance of leave card/record.

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| INDUSTRIAL TRAINING |

* INDUSTRIAL TRAINING OF 4 WEEKS IN “**S.R.F. LIMITED** ”, KASHIPUR.
* VOCATIONAL TRAINING OF 15 DAYS IN “**UTTARANCHAL ISPAT LIMITED”,** BAZPUR.

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| SKILLS |

* M.S. Office : MS Word, MS Excel & MS Power Point
* Software : Savior Time Office, Erpro, Mac Edit Pro,

 Altova Xml Spy

* Communication : Knowledge of Internet

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| PERSONAL INFORMATION |

**NAME :** SARVESH KUMAR

**FATHER’S NAME :** SHRI AMAR SINGH

**MOTHER’S NAME :**  SMT. URMILA DEVI

**SEX :** MALE.

**MARITAL STATUS :**  SINGLE

**DATE OF BIRTH :**  02-JUL -1991

**LANGAUGE KNOWN :**  HINDI, ENGLISH.

**HOBBIES :** PLAYING CRICKET, LISTENING MUSIC.

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| **DECLARATION** |

I HEREBY DECLARE THAT THE ABOVE DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

**DATE: SARVESH KUMAR**