

## **SHIV KUMAR**

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### **Career Objective:**

To grow and climb towards excellence in an array of fields, thereby contributing to the development of both myself and the organization, and, in the long run, to pursue a career that will allow me to continuously improve my skills while also providing professional growth commensurate with my performance and capabilities.

### **SKILLS**

- Statutory Compliance
- Labor Law Compliance
- Performance Management
- Employee Relationship Management
- Take the action any type challenges
- Customer Service
- Teamwork
- Time Management
- Problem Solving
- Active listening
- Adaptability

### **EXPERIENCE**

- **1 Year Joined with [Next Gen Medical Device](#)-** (Jul'2019 to Aug'2020)

#### **Data Operator with Customer Executive**

- Service provider for hospital equipment in Himachal Pradesh
- All equipment data is maintained in Excel and uploaded on company portal
- Record consumer complaints and assign a technician to remedy the issue.
- Use many kinds of tools for data entry, sharing documents, folder compression as well, Google Drive access, and Google Sheets assign and access.
- Print soft copies in any format and save them with precise names.
- Generate dispatch orders, work orders, purchase orders, and invoices in Excel.
- Purchase the machine parts and get them delivered to the concerned person in Himachal via local bus/ local convince/ Blue Dart/ Track-on/ DTDC.
- Himachal employee location tracking to clear the travel convenes and attendance purpose.
- Coordinate many vendors for office upkeep and work

- **1.5 Year Joined with [Journal Press India](#)-** (Aug'20 to Apr'22)

#### **HR- Admin Manager and Production Manager**

- As an editor for a hybrid journal that publishes both offline and online.

- Created covers for journals, brochures, banners, and designs using Corel Draw.
- Used several websites for mail, conversion, editing, URLs, barcodes, and ISBNs.
- Extensive familiarity with plotters and scanning devices.
- Manage inventory, assign subscription orders to journals, maintain stock, pack journal packets for dispatch, send delivery confirmation emails to customers, and follow up on future subscriptions.
- Editorial review, bank statement recycling, and website testing.
- Articles formatting for publish on website or Printing Search Institute colleges for provide the subscription
- Conducted backend and frontend website testing, updates, and bug fixes with web designer.
- Sold journals and online portals through phone and mail to customers.
- Distribute printed journals to all subscribers.
- Responsible for managing company accounts and submitting cheques and DDs. Maintain sales and purchase invoices for GST return filing. Keep petty cash registers.

➤ **2.3 Year Join with Aparajitha Corporate Service Private Limited- (May 22 to .....)**

Senior Customer Executive in Labor Law Compliance

- Provided accurate and confidential payroll processing services
- Effectively managed labor registration, renewal, and legal compliance issues.
- Successfully managed PF, ESIC, Bonus, and Gratuity compliance, including UAN/ESIC generation, JD submission, Merger letter, and transfer management. Update employee information. Upload higher pension earnings and claims.
- Monthly filling of Provident Fund Challan / ESIC Challan. All Pf Withdrawal Forms (02, 19, 10C, 10D, 20, 13, 31, 5IF).
- Online & Offline Correction in PF A/c, update KYC, Download Member PF Passbook and Update ESIC Cards.
- Successfully navigated labor law compliances, including Invest Haryana, Shram-Suvidha, Labor Welfare Fund, and ER1. Periodic assessments are carried out.
- All Statutory Compliances & Register: (Leave Register Form No-14, Leave Card Form-No-16, Muster Roll Register Form-No-12, Wages Register, Accident register, Health Register-17-A, Lime & Washing register-7, National Holiday Register, Over Time Register-10, Damage Register, Fine Register, Deductions Register, Advance Register, Eligibility register & etc.
- Ensure timely compliance with ESIC, EPFO, PT, MW, and LWF notifications.
- Managed labor law registrations, renewals, amendments, and surrenders, ranging from shop and establishment to factory licenses.
- Managed professional tax and LWF registrations, ensuring prompt submission of monthly, quarterly, half-yearly, and annual returns.
- Submit POG Act Notices, including Forms A, B, C, F and L, to the Labor Department.
- The MIS Executive is responsible for preparing invoices, following up with clients for OSL or amount reconciliation, and preparing MIS for status display.

**ACADEMIC QUALIFICATIONS**

- Diploma in computer application from **Career Info Tech Institute**.
- Graduated in B.A from **University of Delhi** In 2018.
- Passed Class XII - Arts from **C.B.S.E.** In 2014.
- Passed Class X from **C.B.S.E.** In 2012.

## EXTRA QUALIFICATION

- Proficient in Microsoft Office (Word, Excel, Outlook, and Power Point).
- Extensive knowledge of MS Excel, including (*pivot tables, master filters, data validation, page setup, V-lookup and H-lookup in many sheets, concatenation, conditional formatting, dated if, count if, sum if, multiple formulas, data validation, and more*).
- Expertise in MS Word, Book Formatting, Page Setup, Editorial Review, Table Figure Creation, and Document Comparison.
- Learn new websites and strategies for converting, distributing, and printing files in various formats.
- Develop computer skills and address minor hardware/software issues.
- English Typing (33 wpm)
- Hindi Typing (30 wpm)

*I am proficient in any type. Microsoft Windows, Excel, Outlook mail, MS-word, Power-point, Dispatch, Follow-up with clients and employees, and computer repair and maintenance (hardware/software).*

## STRENGTH

- Capable of quickly learning new systems and developing positive connections with internal customers.
- Committed team player who can contribute to team deliverables and work independently to meet tight deadlines.
- Reliable and efficient in completing tasks.
- Skilled in continuous learning and updating.

## PERSONAL DETAILS

- Father Name : Sh. Rajesh Kumar
- Date of Birth : 13<sup>th</sup> January 1996
- Gender : Male
- Marital status : Married
- Language Known : Hindi/English
- Nationality : Indian
- Religion : Hindu
- Hobbies : Play the Cricket & Watching Informative Videos.

*To pursue a challenging goal-oriented passion in a progressive company or organization where my skills and knowledge are successfully employed and contribute to the organization's success.*

**Place: Delhi**

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**(Shiv Kumar)**