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|  | Aman Agarwal  C:\Users\hcl\Downloads\aman.jpg Contact: +91 **7879543857, 8871626698**E-mail: **agarwalaman915@gmail.com** |

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|  | ObjectivesSeeking a Position to Utilized my Skills and ability in industry that offer me Professional Growth While being resourceful, innovative and flexibleEducation**Master Of Business Administration** With Specialization **in Personnel Administration****(**From Jiwaji University in the year 2016**)****Bachelor Of Business Administration** With Specialization in **Marketing**  **(**From Jiwaji University in year 2013**)**

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**Higher Secondary** **(**From MP Education Board in year 2009**)****High School** **(**From MP Education Board in year 2007**)**Certification  D.C.A( Diploma in Computer Application) Certification in 2013MS OfficeTally(with Inventory )Experience**TATA MOTORS (**SGS Motors Pvt. Ltd. Gwalior**)** (Nov 13 – Till Date)Designation**Admin & HR Executive** (Nov 13 – Till Date)DescriptionSGS Motors Pvt. Ltd **(TATA MOTORS)** is a private company which is under **Sanghi Bros Indore Ltd** since 1980**.**It is an ISO Certified Company having large no. of Sales, Service & Spare Centers of all **Tata Motors Commercial & Passenger** vehicle division including **Jaguar, Land Rover, Range Rovar** **I** am responsible for Admin & Hr Related activities in SGS Motors like **Payroll, Attendance ,Manpower Management, Recruitments, Appraisal , MIS, Retrenchment** , **Infrastructure Management, Assets Management, Statutory Compliance etc.****Key Responsibilities** * **Attendance & Leave Management, Payroll Processing**
* **Ensure compliance with various regulations including ESI Act, PF Act, etc**
* **Conducting recruitment interviews and providing the necessary inputs during the hiring process**
* **Coordinate with selected candidates for pre-joining documentation, conducts reference check, and negotiates with the candidates for salary and joining date**.
* **Maintaining HR records, such as those related to compensation, health and medical insurance**
* **Departmental development , HRIS , Employee relations , Training and development, Benefits , Compensation , Organization development**
* **Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities**.
* **Procurement, Contrast Management**
* **Liasoning with Government Bodies**
* **Day-to-day activities of Administration like Office Discipline, Front Desk Management**, **Communication Systems Management**, **Asset Management**, **Office Equipment Management**, **Courier, Post & Dispatch Management**,  **Canteen Management**,  **Housekeeping Management**, **Travel & Hotel Management**, **Conference & Meeting Management**, **Stationary Control**, **Health & Safety Management**, **Security Management**, **Document Management**, **Stores Management, Amc Management**, **Vendor Management**
* **Training & Development (Preparing modules for training, Training need analysis, Training Calendar, Training review session)**
* **Managing a team of subordinates to run admin tasks successfully (office assistants (incl. driver), tasking, responsibility delegation, rostering)**
* **Utility (like Electricity/water) Management**,

Activities **5’s, Kaizen, Quality Circle**Personal Strength * Innovative
* Hardworking
* Quick Learner
* Communications
* Leadership quality

Personal Details **Name :** Aman Agarwal **Permanent Address :** C/o Sh. Brij Kumar Agarwal , Ganesh Vihar ColonyInfront of Atit Bal Vidhyalay , Adarsh mil Rd.,BahodapurLashkar , Gwalior , M.P . 474001**Date of Birth :** 07/05/1992**Blood Group** A+ve**Marital Status** Unmarried DeclarationI hereby declare that the information furnished above is true to the best of my knowledge and belief. **(Aman Agarwal)**  |
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