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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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|  | Objectives  Seeking a Position to Utilized my Skills and ability in industry that offer me Professional Growth While being resourceful, innovative and flexible  Education  **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**)**   |  | | --- | |  |   **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 2013  MS Office  Tally(with Inventory )  Experience  **TATA MOTORS (**SGS Motors Pvt. Ltd. Gwalior**)** (Nov 13 – Till Date)  Designation  **Admin & HR Executive** (Nov 13 – Till Date)  Description  SGS 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 Colony Infront of Atit Bal Vidhyalay , Adarsh mil Rd.,Bahodapur Lashkar , Gwalior , M.P . 474001  **Date of Birth :**  07/05/1992  **Blood Group**  A+ve  **Marital Status**  Unmarried  Declaration  I hereby declare that the information furnished above is true to the best of my knowledge and belief.  **(Aman Agarwal)** |
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