**Resume**

# LAXMAN SINGH

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## Contact No- +91-9991443655/8700849470

***Career objective***

Seeking a challenging career in human resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

***Career Summary/Skill Profile***

* An expert as a Senior Executive in HR, Asst. Manager Sales & Store In charge with proven expertise in implementing the policy and procedure, recruiting and hiring having 9 years hand on experience in various departments.
* Extensive experience and consummate achievements building multiple best-in class organizations.
* Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
* Pivotal contributor to senior operating and leadership executives providing leadership for multiple acquisitions, from diligence to conversion.
* Expert in taking the order from the seniors and giving the valuable suggestions.

***Personal Qualities/ Core Competencies***

* Innovative thinker and excellent leadership qualities.
* Excellent in influencing the people.
* Efficient in communicating well in writing and verbal both.
* Able to motivate and negotiate with the people.
* Exquisite organizational and management skills, confident, flexible in work and honest.

***Work Experience***

* Worked as a Store In charge with M/S. R. B Industries from 1January 2009 to 31October 2013.
* Worked as a Senior Executive Sales with M/S. Advance Securitech (I) Private limited formerly: Advance Security Solutions from 18 November 2013 to 31 May 2015.
* Worked as an Asst. manager HR with M/S. Hi-Tech Enterprises from 1st June 2015 to 31 August 2017.
* Worked as an Assistant Manager HR & Sales with M/S. Advance Securitech (I) Private limited formerly: Advance Security Solutions from 1st September 2017 to 21 May 2018.
* **Working as a senior Executive HR & Billing Department with M/S.Hyline Auto Private Limited from 22 May 2018 to till now.**

***Key Responsibilities handled***

* **Assist the HR Manager in planning of organizational recruitment.**
* **Take the interview of the recruiters.**
* **Make the joining documents of recruiters.**
* **Convey the policies and rules to the employees.**
* **Maintain the records of the employees. (As leave, Bonus and receive /issue letters etc.)**
* **Maintain ESI and EPF Records of the employees.**
* **Training provide to the employees to maintain safety and 5s activities.**
* **Make the Salary of the employees.**
* **Track the daily attendance of the employees.**
* **Present the employees performance report in front of HR manager.**
* **Maintain record all received, Issued, Outgoing & Incoming materials.**
* **Material ordering- Writes up purchase requisitions to maintain adequate inventory of materials and supplies.**
* **Perform the clerical duties associated with storekeeping function.**
* **Maintain the stock area, warehouse, and other work areas in clean and orderly condition.**
* **Ensures the security of equipment and supplies kept in storage areas by locking up the equipment as needed.**
* **Co-ordinates with Engineering department regarding materials for planned jobs.**
* **Verifies all materials against documents.**
* **Celebrations- New Year, Vishwakarma Day, Diwali, Ganpati Festival, and other company events.**
* **Effectively managing welfare measures, management – employee get together, picnics and parties.**
* **Developing employee engagement programs like initiated and administered a welcome-mail policy to all new joiners, initiated regular birthday mailers & celebration policy.**

***Computer Knowledge***

* **Expert of basic use of computer.**
* **Internet.**

***Academia/ Educational Credentials***

* **Bachelor of Education (Sub: English & Social Studies) With 2nd Class from M.D. University in 2008.**
* **Bachelor of Art with 2nd Class from M.D. University in 2004.**
* **Intermediate with 2nd Class from H.B.S.E (Bhiwani) in 1999.**
* **High School with 2nd Class from H.B.S.E (Bhiwani) in 1997.**

***Personal Details***

* **Date of Birth: 02 Oct 1981**
* **Father’s Name: Sh. Mahender Veer**
* **Mother’s Name: Smt. Sunaheri Devi**
* **Marital Status: Married**
* **Language known: English, Hindi**
* **Drawn Salary: 3.0 Lac per Annum**
* **Expected Salary: Negotiable**
* **Address: Vill & Post Office – Ghanghola, Teh-Sohna**

**Distt – Gurgaon (Gurugram) Haryana India,**

**Pin Code - 122103**

***Declaration:***

**I do hereby declare that the information furnished above is true to the best of my knowledge.**

**Laxman Singh**