

RESUME

AMIT KUMAR CHOUDHARY

Contact No: 8319259177

S/o Mr. Ashit Baran Choudhary
Ward No.26, Bartunga, Chirimiri, Distt.-Koriya, (C.G.)
Pin-497449

Email- amitvidyut002@gmail.com

Objective:

To work in a dynamic environment which promotes my professional growth with challenging tasks, where I can enhance my skills and potential to my best to create new avenues.

Academic Qualification:

| S.N. | Name of Exam | School/College | Board | Passing Year | Percentage% |
|------|-------------------------|---|------------------|--------------|-------------|
| 1 | Diploma (Mechanical) | I.B.T. College, Ahiwara, Bhilai Chhatisgarh. | C.S.V.T.U.Bhilai | 2018 | 65% |
| 2 | 12th | Saraswati Shishu Mandir, Bada Bajar Chirimiri. | C.G.B.S.E | 2015 | 52% |
| 3 | 10th | Shahid Chandra Shekhar Azad Higher Sec. School, Chirimiri. | C.G.B.S.E. | 2013 | 52% |

Work Experience:



: **Maruti Suzuki Ltd.**, Raipur, As an Administrator Officer. 23 December 2023 to 20 MARCH 2024.

- Contract labor Management
- Responsibilities to Maintain Relationship with all Stakeholder.
- Manpower Planning, Recruitment, Selection and Placement.
- Probation, Confirmation, Extension / Termination – Contract
- Resignation and Final Settlements
- Employee Relations & Welfare
- Attendance, Leave, Time Sheet and Payroll Processing
- PF, ESI, Gratuity and Statutory Registers Maintenance
- Campus Placement Drive & Performance Management



: **Simplex Castings Ltd.** As an office HR admin section Grade D : From 20 March 2023 to 17 December 2023.

- (1) Time Office Management.
- (2) Salary & Attendance.
- (3) Contract Labour Handling of Grievances.
- (4) Manpower Management.
- (5) Work Scheduling of Housekeeping arrangement.
- (6) EPFO & ESIC (Claim, Settlement, PF Issue Grievance, KYC Updation)
- (7) Maintaining Personal Files (i.e On role Employees & Contract Labour)
- (8) Monitoring Security Activities.
- (9) Canteen Management.
- (10) Vehicle Management.
- (11) Liaisoning with Govt. Official
- (12) Misc. Task Allotted by the Management
- (13) Local Purchase as Directed by the Management.

: **Dayanand sagar college of engineering institutions**(bangalore). As an hospitality manager. From 19 dec 2021 to 11jan 2023.

- (1) Store and inventory management.
- (2) Kitchen operation management.
- (3) Market purchase.
- (4) Hospitality services.
- (5) Vendor management

- (6) Expense and inventory reports.
- (7) Stock management.
- (8) Menu preparing.
- (9) Time punctuality.
- (10) Responsive.
- (11) Staff management.
- (12) Organizing skills .
- (13) Food quality .
- (14) Hygiene maintenance.
- (15) House keeping management.
- (16) Ideal communication and behavior.
- (17) Consumption control.
- (18) Wastage control.
- (19) Complain management.

: **Shree sai services pvt. Ltd.** Catering and hospitality. As and hospitality manager. From 15 feb 2017 to 22 Nov 2021.

- (1) Store and inventory management.
- (2) Kitchen operation management.
- (3) Market purchase.
- (4) Hospitality services.
- (5) Vendor management..
- (6) Expense and inventory reports.
- (7) Stock management.
- (8) Menu preparing.
- (9) Time punctuality.
- (10) Responsive.
- (11) Staff management.
- (12) Organizing skills .
- (13) Food quality .
- (14) Hygiene maintenance.
- (15) House keeping management.
- (16) Ideal communication and behavior.
- (17) Consumption control.
- (18) Wastage control.
- (19) Complain management.

Short Term Service:

(Tandoori club hospitality). As an site manager sports academy Sardar vallabh bhai patel Auditorium hockey stadium . (from 20 march2024 to 20 september 2024.)

Technical Skills:

- Drafting Letter in Hindi and English
- Well Communication
- MS-Excel, MS-Word
- Hindi Typing (Expert)
- Letter Drafting
- Typing speed 30 words per minut
- PDF editing.

- **Training:**

- ❖ One year as an “**AUTHORISED DEALER ADMIN-COORDINATOR**” in’ Tvs Motors’ Kailash Tvs Durg. (Fundamental of computer applications, Hindi Typing . 12 Feb 2021 to 30 January 2022.
- ❖ Industrial training on ‘**BHILAI STEEL PLANT**’ (S.A.I.L.). 4 August 2018 to 8 January 2019.

Personal Information:

| | | |
|-------------------|---|--|
| Name | - | Amit Kumar Choudhary |
| Date of Birth | - | 14.02.1997 |
| Father’s Name | - | Mr. Ashit Baran Choudhary |
| Mother’s Name | - | Mrs. Purnima Choudhary |
| Gender | - | Male. |
| Nationality | - | Indian. |
| Marital Status | - | Unmarried. |
| Languages known | - | Hindi, English |
| ContactNo. | - | 8319259177 |
| Permanent Address | - | Ward No.26, Bartunga, Chirimiri, Dist –Koriya (C.G.)Pin- 497449 |

DECLARATION:-

I hereby declare that all information’s are true & correct to the best of my knowledge and belief. I, hope you will consider my C.V.’s favorable and call me for an interview, So that I could prove my worthiness and capabilities. I shall be ever grateful to you at all time.

Date: 20 .09. 2024

(Amit Kumar Choudhary)

Place: Raipur