

Curriculum Vitae



SHAMIM ANSARI

+919534500080

ansari.shamim1992@gmail.com

my.indeed.com/p/shamima-8916rkx

WORK EXPERIENCE

6 Years

AGE

29

ABOUT ME

Highly motivated executive with progressive experience successfully managing large, Demonstrated capabilities in extremely challenging and high pressure situation, leading results oriented teams responsible for planning and implementing strategic , facilities management and planning,



Education

MBA HR

Swami Vivekanand Subharti University
Meerut (SVSU)

Graduated, Oct 2021

Bachelor Of Commerce (Accounts hons.)

Bokaro Steel City College
Vinoba Bhave University, Hazaribagh
Jharkhand

10+2

Bokaro Steel City College, Bokaro
JAC Board
Jharkhand

Intermediate , 2010

10th

BSL +2 High School Sec XII Bokaro
JAC Board
Jharkhand

Board, July 2008



Internship

➔ **Bokaro Steel Plant, S M Engineering**
Designation- IR- Assistant

2013-2015



Project & Experience

- **Larsen & Toubro LTD, (Apex Logistics)**
Designation- IR-Executive
Ganga River Front Development Project-Patna Bihar

Aug-15 to Aug-18

- **Sodexo India Pvt Ltd**

Sep-18 to July-20

Designation- HR Executive
GE DIESEL LOCOMOTIVE FACTORY- MARHOWRA (Bihar)
Alstom Madhepura Electric locomotive (Bihar)
Vedanta aluminum and steel plant jharsuguda (Odisha)

- **Sodexo India Services Pvt Ltd**

Aug to Till Date

Designation- Assistant Manager-HR
Bharat Oman Refineries Limited (Bina , Madhya Pardesh)



Personal Skills

- Making CTC , Payroll ,
- Statutory Compliance
- Bonus
- Labor License
- Employee Grievance Resolve
- Maintain ISMW Register
- Controlling Manpower
- PF and ESIC Submitted to government on time
- Proper Maintain and Controlling Documents (Muster Roll, Wages Sheet, etc)
- Submit Half Yearly & Annual Return
- Submission of Labor welfare Fund
- Employee Engagement (Kudos)
- Controlling employee attendance, Leave Management.
- Handling Local issues
- Handling of Hire Vehicle bill and Security Bill.
- Schedule and coordinate meeting, interviews, appointments, events and other similar activates for Clients, Vendors and Supervisors, with coordinating travel as well as lodging arrangements.
- Established and maintenance electronic records management system for all incoming and outgoing correspondence.
- Provide Administrative / Secretarial Support for the department such as answering telephones, assisting visitor along with providing hospitality service arrangement as requested, and resolving and referring a range of administrative problems and inquiries
- Handling Customer problem.
- Preparation of salary statement.
- Controlling of Manpower
- Making Appointments and payment of securities & maintenance services of flat s and guest houses as per requirement.
- Appointing housekeeping services for office as well company lease rented flats and guest houses.
- Handling purchases of all administrative requirement of office and sites like Stationary, Furniture & Fixtures,

AC's Telephones Xerox and Printing Machines etc.

- Emergency in case accident in the site take care.
- Follow contract labor act, Payment of Bonus act, industrial dispute act, and the entire act which is applicable in factory



Computer Proficiency

- **Operating System :** Windows, Linux
- **Tool & Techniques :** MS EXCEL , MS WORD , PPT , SAP, CHROME AND FIREFOX



Languages

- Hindi
- English



Personal Interests

- Working out
- Surfing internet
- Music & Games
- Watching TV shows and Movies
- Driving



Personal Details

Father's Name : Mr. Sakir Ansari
Birthday : Feb 04, 1992
Gender : Male

Marital Status : Married
Nationality : Indian
Religion : Humanity

Declaration

I, Shamim Ansari, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

A photograph of a handwritten signature in blue ink on a white background. The signature reads 'Shamim Ansari' and is dated '17/11/21'.

Shamim Ansari

Bokaro Steel City

17 11-2021