**PRASURAM NAHAK**

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6th apr 1988

Contact Address

 Room No.8, 1st Floor, Pappu Lohia Building, Metro Pillar no.126, Ghitorni, New Delhi-30,

Believe strongly in the concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibilities.

Apercu

* Creative, talented and ambitious **HR/ADMIN EXECUTIVE** with of rich and versatile exposures , desire to take my career in the highly competitive and constantly evolving **Manufacturing industry**
* Innovative conceptualist with sharp eye for fresh approaches & details; unsurpassed layout skills with a flair for analysing functionalities and harmonizing the art with the environment and possess strong sense of aesthetics.
* An impressive track record of client satisfaction and timely project delivery within stipulated budget.

**Relevant Experience : 4 Year 5 Months**

Core Competencies

**Skills**

* Manage The Attendance Management.
* Social Compliance & Health – Safety Equipment’s.
* Legal Documentation:-Factory License, Fire safety, etc.
* All Joining Formalities.
* Performance Appraisal System (PMS)
* Over-time Management.
* Maintain The all Register of Payment, Wages, etc.
* Good Knowledge of Visual Pay (Software of Salary/Wages Calculation) .
* Excellent Knowledge of MS Excel.
* Good Knowledge of MS Outlook.
* Good Knowledge Report of **ESIC** & **EPFO**.
* Bonus Report & LWF Report.
* ESIC & EPFO Online/Manual Challan Submission.
* Daily & Monthly Full & Final Process.
* Data uploading, Data entry, scanning, Print, Back Office Work etc.

**System Development**

* Able to coordinate with administrative & management Dep’t.
* Understanding the compliance requirement and coordination with employee and production people.
* Coordinating Planning development of fabric & product, printing & embroidery units.
* Conversion of line & Row.
* OutSourcing of Contractors & Maintenance .
* Time office Rule development.
* Coordination of line ranges, seasonally with design team of the account being handled.

Work Experiences

* Presently working with BAKSON IND. (IMORT & EXPORT ) As a Human Rescues Executive.
* Location- in Gurgaon, Udyog Vihar, Ph-IV
* Job Profile:-Human Rescues Executive
* Job Duration:-September 2013 to Till Date.
* 13th Months work experience with YOUMINT MEDIA PVT LTD. As a MIS Executive
* Location- in Gurgaon Cyber city
* Job Profile:- MIS Executive ,
* Job Duration:- August 2012 to September 2013
* 12thMonths work experience with INTELENET (A SERCO COMPANY) as Tax Representative Associate for Income Tax Department
* Location-in Gurgaon
* Job Profile:- Tax Representative Associate
* Job Duration:-28th July 2011 to 31st July2012

 **SKILLS & COMPETENCES AND ACHIEVEMENT**

* Ability to adapt in working environment.
* Utilization of time in efficient manner
* Ability to work as an individual, team member and team leader.
* Effective and efficient use of Theoretical knowledge in Practical life.
* Quick& Auto Learner’ ‘Positive Attitude’ ‘Trust Worthy’ ‘Self Motivator’

Major Achievements



Got a Certificate Best Team Player In 2012.With **YOUMINT MEDIA PVT LTD**. (**JLloyds Group**)

Academic Credentials

* M.A.(Political Science) with 59% from SARGUJA University, Ambikapur in 2011
* B.A. with 56% from GURU GHASIDAS University, in 2009
* 12th with 66% from C.G. Board, Raipur in 2006.
* 10thwith 47% from C.G. Board, Raipur in 2003.

Computer Awareness

* + Windows Environment & Internet
	+ Well versed with Software’s related to Knowledge Work such as MS-word, MS-Excel, MS-Outlook,
	+ MS-Office-2003,2007,2010
	+ Windows XP, Vista, Windows-7, Windows-8.

Permanent Address

 Old Minus Quarter Behind the Old Dispensary Godripara

 Chirimiri Korea Chhattisgarh (497553)

