

# MANISH KUMAR

**H. No. 252,  
Near Mejakhas Police Station  
Mejakhas  
Prayagraj.  
Uttar Pradesh  
PIN:212302**

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## **CAREER**

Intend to build a career with leading corporate of Hi-tech environment with my Committed and dedicated people which will help me explore myself fully and realize potential willing to work as a key player in challenging and creative environment.

## **EDUCATIONAL QUALIFICATIONS**

- B.Sc. Mathematics from Allahabad State University U.P. in 2019.
- B.A. from Kanpur University U.P. in 2014.
- Completed 12<sup>th</sup> from UP Board Allahabad (UP) in 2011.
- Completed 10<sup>th</sup> from UP Board Allahabad (UP) in 2009.

## **EXPERIENCE SUMMARY**

- A dynamic professional with 03 years 2 Months of experience in Office/Site Administration, Employee Management and Manpower Management, Dealing with Client,
- Adept in ensuring all statutory compliance. Labour welfare and Labour Management
- Demonstrated abilities in handling HR system and operations such as Personnel File Management, Employee Relations, Training & Development, Payroll Management,
- Deft in developing procedures, service standards & operational policies, planning and implementing effective control measures to reduce running costs of the unit
- Proficient at handling administrative operations encircling Housekeeping, Facilities Planning, Assets Management, Transportation, Canteen, etc.

## **PROFESSIONAL EXPERIENCE**

- Larsen & Toubro Construction (Apex Logistics Ltd.) Dhadhusan Redlaxmipura project Visnagar Gujrat From: April 2018 To Mar 2020.
- Larsen & Toubro Construction (Apex infra link Ltd.) Rajghat Mvs Projects Ashoknagar (MP) From: Mar 2021 To Till Date

## **ADMINISTRATION**

- Looking staff welfare and arrangements of higher official's site visit and arrangements for site programs.
- CSR activities arrangements,
- Daily checking of vehicle log sheets & vehicle monitoring

## **HIGHLIGHTS**

- Wage disbursement in accordance to Minimum Wages Act — 100 % Compliances.
- Statutory compliance—EPF,ESI & Filling of returns -100% compliance.
- Provide Habitat Campus with basic amenities & hygienic environment — 100 % Compliances.
- Digitalization - 100% Digital Attendance.
- Workforce screening — 100 % Compliances.
- Monthly report to cluster / HQ before 7\* of every month.
- Site visit report to cluster / HQ.
- CSTI workmen deployment - 10%
- Sub-contractors workmen ratio — (1:20.)

## **KEY RESPONSIBILITIES**

- Currently Working in Apex Logistics under L&T Constructions as IR / Admin Assistant, Ashok Nagar & Guna (MP). WISA, EIP, Wage Sheet Generation, WMS Attendance.
- Adherence and Compliance to Minimum Wages
- Provision of Habitat Campus with basic amenities, hygienic & healthy environment
- Digitalization of workers daily attendance and personal records
- Workforce screening through WISA by competent personnel
- Adherence of Statutory & Regulatory compliances
- Conduct of on Job Training to workers to motivate, enhance and upgrade their existing skill level
- Engagement of CSTI trained candidates for job work at project sites to augment certified manpower requirements
- Prompt redressal of grievances at project sites
- Safety and wellbeing of workforce during COVID-19 pandemic
- Acquisition, Development and Retention of workforce to enhance productivity.
- EIP Workforce Management Updating, Screening of Workmen.
- Land Clearance, Local Liaisoning, CSR Activity, Workmen Habitat Management. Daily Labor Strength Report, Guest House Management.
- Vehicle Log Sheet Entry and Bill Processing. Implementation of Company HR Policies at Site. Workmen Joining Releasing Updating Regularly. Regular Health Check – Up of Workmen. Housekeeping Activity.
- Organized Blood Donation Camp, Eye Check-Up Camp. Maintenance of Wage Register, OT Register, Advance Register.
- Guest House Maintenance and arrangement as per Requirement of the site.
- Handling PF and E.S.I.C of Employees Maintaining all official records. Regular supervision on security & housekeeping. Keeping the records updated.
- Telephone, Electricity, Office Stationery (Control Management). Maintaining all data of office assets.
- Preparing all agreement of Vehicles & Security service providers. Maintaining MIS report and make the entry of processed bills.
- Making of Invoice, Salary and Attendance.

## **COMPUTER SKILLS**

**Operating Systems :** Windows 7, Windows 10, MS Office & Excel, MS Teams, MS Word & PowerPoint

## **PERSONAL PROFILE**

- Date of Birth: 20 February 1993
- Permanent Address: Village - Meja Khas, Prayagraj U.P.
- Languages Known: Hindi, English.
- Location Preference: PAN India.

## **DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:**

**Date:**

**(MANISH KUMAR)**