

# CURRICULAM VITAE

**Sandeep**

VPO- Kharawar  
District Rohtak  
Haryana  
Pin- 124021  
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## ***Career Objective:***

- Will put my best efforts to achieve organizational aims and goals and take the growing organization to the new heights by hard work and becoming instrumental. I will leave no stone unturned to come out with flying colours even in the challenging situation.
- Self-Motivated and Pro-Active and reliable individual with ability to perform best in the challenging situation.

## ***Working Experience:***

Presently I am working with FCC CLUTCH INDIA Pvt. Ltd., Honda Complex, Tapukara (Rajasthan) as Sr. Officer HR from July 2010 till to date and dealing with the following: -

**Worked in green project team for FCC (Tapukara) and got it complete with time prescribed time.**

- General administrative activities
- Payroll preparation.
- Training & development
- Recruitment & selection
- Handling Time Office Functions
- Regular Statutory compliances
- Contractual Bills
- Monthly & daily MIS & Reports
- Transport management

- Canteen & Security Management
- Liaison with Govt. officials & local leaders

### **About FCC Clutch India Pvt. Ltd.**

FCC Clutch is a Japanese MNC and manufactures clutch through a integrate system extending from Research & Development of frictional material to assembly of Clutch and is extended worldwide, with seven manufacturing plants in India.

Major Customers are Hero, Honda, Suzuki, Yamaha, Bajaj, TVS & others.

### **Education Details: -**

- **Professional Qualification:**  
MBA from Sikkim Manipal University  
BA from MDU Rohtak
- **Educational Qualification:-**  
Intermediate from Haryana Board - 2003  
High school from Haryana Board.- 2001

### **Personal Details:-**

- **STRENGTHS:**
  - ✓ Positive Thinking gives me strength to stand in adverse situations
  - ✓ Self motivation gives me power to succeed in life
  - ✓ Strong determination helps me to work hard
  - ✓ Honesty strengthens my character and power.
  - ✓ Decision making and right approach at the right time.

Father's Name : Late. Jai Singh  
Date of Birth : 25<sup>th</sup> Oct, 1984  
Sex : Male  
Marital Status : Married.  
Languages Known : Hindi & English  
Permanent Address : VPO- Kharawar, District Rohtak  
Haryana, Pin-124021

### **Declaration:-**

I do hereby declare that the above information given by me is true, correct and complete to the best of my knowledge. I promise that I will be honest and reliable, best suited in the team if opportunity given.

**Date :**  
**Place :**

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**Signature**