Curriculum Vitae

Hari Charan Gurjar

A-27, Devnarayan Building Material Supplier, Royalty Marg,
Jhalana Doongari, Jaipur (Raj.) – 302004
Mobile No.: +91-9636092299
Email ID: hari.gurjar1990@gmail.com

Career Objective

To obtain a responsible position in the HR & Admin Department of a reputed organization where I can utilize my skills, experience, and knowledge while contributing to organizational growth and enhancing my professional development.

Academic Qualification

- Secondary from Board of Secondary Education Rajasthan, Ajmer (2009)
- Sr. Secondary from Board of Secondary Education Rajasthan, Ajmer (2011)
- B.Com from University of Rajasthan, Jaipur (2014)
- M.Com (EAFM) from University of Rajasthan, Jaipur (2016)

Professional Qualification

- Knowledge of HR & Admin operations
- Employee record management and office administration
- Attendance and leave management
- Recruitment coordination and onboarding process
- Payroll assistance and employee documentation
- Staff coordination and office management
- Vendor and housekeeping management
- Basic knowledge of Computer
- Tally ERP-9 & BUSY Accounting Software
- Typing – English
- MS Word, Excel & Internet Applications

Experience

Baba Trading Company – Accountant (1 Year)

- Filing and journal entries
- Cash and bank entries

Fluidcon Engineers – Accountant (7 Years)

- Maintained general ledger accounts with accurate and timely entries
- Performed bank reconciliations and verified account balances
- Handled voucher entries (journal, cash, bank, etc.)

Insolation Green Energy Pvt. Ltd. – HR & Admin Department (6 Years)

- Managed employee attendance, leave records, and staff data
- Maintained employee files, joining formalities, and documentation
- Assisted in recruitment activities such as scheduling interviews and onboarding
- Coordinated payroll inputs and employee attendance reports
- Handled office administration and daily operational activities
- Managed vendor coordination, office supplies, and housekeeping staff
- Supported management in employee coordination and communication

Skills

- HR Coordination & Administration
- Recruitment & Onboarding Support
- Employee Record Management
- Attendance & Leave Management
- Payroll Coordination
- Office Administration
- Good Communication Skills
- Team Coordination & Problem Solving
- Good & Quick Learner
- Ability to work under pressure
- Reconciliation & Auditing
- MS Office & Computer Skills

Declaration

I hereby declare that the above-mentioned information is correct and accurate to the best of my knowledge.

Place: Jaipur
Date: _____

(Hari Charan Gurjar)