

Sumant Sharma

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SUMMARY

Working for the last 8+ years to administer the policies and procedures of the HR department in a professional manner to achieve the goals of the company and the organization while keeping in mind the interests of the company's most valuable asset its human beings, and the company's objectives.

HIGHLIGHTS

- Recruitment
 - Employee Benefit and Employee Relation
 - Performance Management
 - Payroll Management
 - Travel Management
 - Employee Lifecycle Management
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EXPERIENCE

Ziiki Media Pvt. Ltd. Manager (Human Resource) 1st October 2019 to 8th May 2024

(Ziiki Media, an affiliate of Warner Music Group, is a leading aggregator and distributor of music across Africa since 2009 and entered the Indian market in 2019. In addition to distributing the music on global digital platforms like YouTube, Spotify, and Apple, the company also distributes its music on telecom platforms. Furthermore, Ziiki has recently started venturing into content production, artist management, and live events to provide 360° services to its artists to help build their brands comprehensively.)

Role

Manager (Human Resource): - As a Human Resources (HR) Manager I am responsible for managing every aspect of the employment process, including orientation, and training new staff members. Managing the payroll management, leave management and Performance Management so employees receive their salary and benefits on time.

Responsibilities:

- Oversee the full spectrum of HR functions, including recruitment, onboarding, performance management, employee relations, training, and compliance.
- Collaborate with department heads to identify talent needs, develop job descriptions, and manage the recruitment process to attract top-tier candidates.
- Develop and implement effective onboarding programs that facilitate new employees' integration and accelerate their productivity.
- Collaborate with the finance department to manage compensation and benefits programs, ensuring competitiveness within the company.
- Manage and conduct exit interviews, process necessary paperwork, ensure proper handover of responsibilities, and collect company assets.
- Manage HRMS tool and payroll, ensuring timely processing of employee salaries, taxes, and deductions. Also, manage benefits such as health insurance, retirement plans, and other perks.

- Develop policies by creating and updating HR policies and procedures that guide employee behavior, set expectations, and ensure compliance with legal and ethical standards.
- Set KPIs and create development plans to help employees reach their full potential, aligning individual and team goals with the organization's objectives.
- Handle employee grievances by addressing and resolving complaints and concerns raised by employees.
- Manage travel and event management, including planning, organizing, and executing travel policy and company events such as team-building activities, ensuring compliance with company guidelines and industry best practices.
- Negotiate and maintain relationships with travel vendors, securing favorable contracts and rates for accommodations, transportation, and related services.
- Manage vendor relationships by establishing and maintaining connections with external vendors, such as suppliers of office equipment, software, and services. This includes negotiating contracts, ensuring timely deliveries, and resolving any issues that may arise.
- Plan, organize, and execute company events such as team-building activities, annual meetings, and parties. This involves coordinating logistics, managing budgets, and ensuring events run smoothly.
- Maintain employee and office files and digital records related to employees, including contracts, performance evaluations, and other HR-related documents.

Spice Group Senior Executive (HR & Administration) August 15 to September 2019

(Spice Mobilty is a part of the Spice Group that works with numerous partners and subsidiaries to deliver a range of services in the communications and entertainment industries, with a strong focus on the mobile services market.)

- Attendance management.
- Leave management, vendor management, event management.
- Follow-ups with cross-functional teams and vendors.
- Event management, including the arrangement of different meetings inside and outside the office and employee engagement activities.
- Supervision of housekeeping on a daily basis.
- Ensuring that workstations, conference rooms, and washrooms are in working condition and responding to staff requests.
- Handling VISA processes, flight, and hotel bookings.
- Processing bills as per the organization guidelines.
- Preparing comparative analysis based on received quotations.

R.S. Chicory India Pvt. Ltd. MIS Cum Admin Assistant September 13 to July 15

(R.S Chicory is the only company in India that grows chicory in its own farms.

Chicory- The root of chicory is used for blending with coffee, it adds body, aroma, colour and mellowness to coffee.)

- Managing overall operational activities.
- Handling all activities related to each Consignment.
- Analyzing MIS and preparing reports for business growth and future projections.

Fino Pay Tech LTD.

Block Coordinator

April11 to October 12

(Fino Paytech is a thought leader, innovator and implementer of technology solutions for institutions like banks, governments and insurance companies.)

- Disbursing pensions provided by the government to old age people, widows, and MR people through a team of 12 or more persons.
- Keeping daily records of disbursed amounts ward-wise.
- Managing coordination between government offices and municipal counselors for regularity and discipline in the work.

Sports Authority of India

Computer Operator

August 10 to March 11

- Letter Drafting
 - Maintaining players' database on website.
 - Data entry
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EDUCATION: -

- MBA (Directorate of Distance Education) from Swami Vivekanand University in 2024 with First Division.
 - Graduation (Bachelor of Arts with Mathematics) from Maharishi Dayanand University in 2009 with Third Division.
 - Senior Secondary from Board of School Education Haryana in 2006 with First Division.
 - Matriculation from Board of School Education Haryana.
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