

**KUMAR ARUN**

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**JOB OBJECTIVE**

Seeking leadership assignments in the field of Administration, HR operations, payroll management and social compliances with an organization of high repute, where my resourceful experience and academic skills will add the value to the organization.

**PROFILE SUMMARY**

- A competent professional with over 23 years of experience in:
  - Payroll, Compensation and Benefits      Administration      Industrial Relations
  - Labor Laws best practices      Team Management      Statutory / Customer Compliance
  - Learning & Development      HR Policy Administration      Performance Management
  - Employee Engagement      Organizational Development
- Rich experience in managing the entire gamut of HR & Administration functions & customer social compliance with demonstrated leadership qualities; conceptualizing and effectuating measures / modifications in the operating procedures to optimize resource and manpower utilization.
- Adept in resolving employee grievances for creating an amicable, transparent & healthy environment
- An effective communicator with good analytical, people management and interpersonal skills
- Playing effective role & responsibility of Factory Manager

**CORE COMPETENCIES**

- Overseeing the management of legal and social compliance, standards like IWAY, EHS, OHSAS 18001, SA: 8000, ISO 14001. SAP working environment and coordinated the ACMA Act implementation.
- Planning human resource requirements in consultation with heads of different functional & operational areas.
- Handling all administrative activities like maintenance of office equipment, transport, canteen, staff welfare, housekeeping, security & maintenance of office and record keeping.
- Monitoring & adherence to statutory regulations & compliance with various government agencies; disciplinary issues & legal matters.

**TOTAL EXPERIENCE - 23 Years**

S.NO	NAME OF COMPANY	BUSINESS	DESIGNATION / DEPARTMENT	EXPERIENCE
1	Caesalpin Private Limited	HR & EMS Consultancy	GM – HR & EMS	(Continue)
2	RH International	Home Lightings & Handicraft	GM - HR	1.2 Years
3	M/S GSC Glass Ltd.	Glass Processing	DGM – HR & Admin.	2.2 Years
4	M/S NEOKRAFT Global Pvt. Ltd.	Home Lightings	DGM – HR & Admin.	8.10 Years
5	M/S NEOLITE ZKW LIGHTINGS PRIVATE LTD.	Automotive Lightings	AGM – P&A	5.5 Years
6	M/S MOHANI TEA LEAVES PVT. LTD.	F.M.C.G.	Asstt. Manager – HR & Admin	1.0 Year
7	M/S TRIVENI GLASS LTD.	Flat & Float Glass Manufacturing	Executive – P & HR	4.0 Year

## ORGANISATIONAL EXPERIENCE

Since March'22 – Till Date

**Caesalpin Private Limited, Delhi**  
GM – HR & EMS

### Key Result Areas:

- Handling full recruitment cycle like sourcing, screening & evaluating of candidates
- Implementation of new HR initiatives & Policies
- Implementation of KRA base appraisal system at various levels.
- Extended employees' benefits align with policies and procedures.
- Regularized unorganized workforce under social security system.
- Overseen monthly payroll functions, coordinating other stakeholders for timely payouts
- Employee engagement initiatives & activities

Since Jan'21 – March'22

**RH International, Moradabad**

### Growth Path/Deputation:

Jan'21 – March'22

**General Manager – HR & Admin**

### Key Result Areas:

- Handling full recruitment cycle like sourcing, screening & evaluating of candidates
- Creating & implementing various concepts of improvements
- Changing the work culture through implementation of various HR policies
- Implementation of new HR initiatives
- Screening of existing manpower and started the performance monitoring for each and every employee
- Building the brand image of RH in the eye of customer.
- Working on a new green field project of RH to make this unit as exemplary in the area of Moradabad.

### Highlights:

Developed and get sanctioned organization chart and inducted new learned professionals.  
Worked towards the image building of the organization.

Since Oct'18 – Dec'20

**GSC Glass Ltd., Greater Noida**

### Growth Path/Deputation:

Oct'18 – Dec'20

**DGM – HR & Admin**

### Key Result Areas:

- Full recruitment cycle like sourcing, screening & evaluating of candidates.
- Formulation & implementation of various policies.
- Culture creation of improvements & cost reduction.
- Implementation of KRA base appraisal system at various levels.
- Training needs identification and finalization of its modules.
- To start the employee engagement activities across the whole organization.
- Establishing harmonious Employee Relations / Industrial Relation by Implementing Good HR Practices. Employees counselling / Coaching / Feedback (analysis & corrective action)
- Monitoring the plant general Administration (Canteen, Housekeeping, Guest & Tour Management, Facilities Management, Plant / Equipment Maintenance, Contract Management etc).

### Highlights:

Successfully implemented the 1<sup>st</sup> improvement activities five "S"

Since Jan'10 – Oct'18

**NEOKRAFT Global Pvt. Ltd., Noida**

**Growth Path/Deputation:**

Jan'10 – March'15  
April'15 – Till date

AGM – P & A  
DGM – HR & Admin

**Key Result Areas:**

- Handling full recruitment cycle like sourcing, screening & evaluating of candidates
- Looking after Social & Environment Compliances for Noida Unit.
- Maintaining cordial human relations at works through effective execution of various employee engagement, Welfare activities like grievance redressal, regular interaction with workers, various reward / recognition schemes, etc.
- Formulating & implementing various HR policies.
- Responsible for:
  - Periodic employee's satisfaction survey
  - Manpower planning and their efficient utilization
  - Preliminary enquiry & Domestic enquiry after complain.
  - Setting KRA & Goal at various levels
- Identifying training needs and finalizing training modules & faculties for up-gradation of employee's skill level
- Organizing various activities for employees' involvement like functions, sports, recreational tour, get-together, picnics, etc.
- Responsible for customer compliance and sustainability monitoring.

**Highlights:**

- Adroitly initiated culture of Morning Prayer
- Efficiently looked after social, environmental & working condition as a supplier of IKEA
- Successfully:
  - Implemented Culture Card System
  - Closed all pending NCs of customer's standard i.e. I-Way (Social & Environmental Compliance) and reach to the level of 100 %, which added the further business volume.

Since Aug'04 – Dec'09

Neolite ZKW Lightings Private Limited, New Delhi

**Growth Path/Deputation:**

Aug'04 – Apr'05  
May'05 – Apr'07  
May'07 – Sep'09  
Oct'09 - Dec'09

Assistant Manager  
Manager  
Sr. Manager  
A.G.M. – P&A

**Role & responsibility:**

- JD preparation and up gradation of each and every white collar and carrying out appraisal counselling.
- Maintaining cordial Industrial Relations at the workplace through effective execution of various employee engagement & Welfare activities.
- Complain redressal through preliminary & domestic enquiry.
- CSR activities by doing health Check-up in nearby villages.
- Significantly designed and executed HR Manual/Policy

**Highlights:**

- Implemented an innovative workmen incentives program that resulted in 20% productivity improvement.
- Formulated and implemented score base Kaizen activities, rewards and recognition system
- Started birthday and anniversary calibration among the staff successfully.
- Conceptualized, designed & implemented 'HR Helpline' an online mechanism to redress employee Grievances.

Sep'03 - Aug'04

Mohani Tea Leaves Pvt. Ltd., Kanpur

**Growth Path/Deputation:**

Sep'03 – Aug'04

Assistant Manager – HR &amp; Admin.

**Role:**

- Played a vital role as part of Core Team for HRMS implementation
- Looked after manpower planning and all formalities in coordination with separation
- Handled compliance with respect to assurance of service records/certificates
- Managed statutory compliance P.F./ESIC/ Returns, Employment Exchange Returns & Renew of Factory Licence, Returns Related with Factory Act
- Coordinated with PF/ESIC/Labour Offices and other Government Authorities

**Highlights:**

- Successfully established HRMS Functions
- Dexterously formed environment to motivate employees & teamwork

**PREVIOUS EXPERIENCE**

Jul'99 – Aug'03

Triveni Glass Ltd., Allahabad

**Growth Path/Deputation:**

Jul'99 - Dec'99

Management Trainee

Dec'99 - Mar'01

Asst. Officer – P&amp;A

Apr'01 – Aug'03

Executive - P &amp; HR

**Highlights:**

- Efficiently switched from Manual to Computerized Attendance System and executed same in other units
- Efficaciously settled 3-year-old IR issue at Rajahmundry Unit
- Participated in long-term wage agreement with the Union

**TRAININGS**

- Attended trainings on:
  - 5S training for 1 week
  - Communication Skills & Time Management
  - Positive Attitude organized by CII and delivered by Mr. Pramod Batra
  - Fire & safety training
  - Training on Sustainability
  - Training on SA : 8000 & OHSAS : 18001
  - Training on ISO 9001 : 2015
- Trained as:
  - Child Ombudsman
  - Internal Auditor for OHSAS/I-Way
- Successfully completed ISO Internal Auditor Course from DNV in 2006
- First Aid Trained & Certificate Holder from St. John ambulance in 2007

**ACCOLADES**

- Stood 1<sup>st</sup> at District Level in UP Board Examination
- Stood 1<sup>st</sup> in Uttar Pradesh MEDHAVI CHATRA PRATIYOGITA
- Rewarded by National Merit Scholarship
- Received NCC - B Certificate and got selected for RD Camp
- Acknowledged as District Champion in Art Competition

## IT SKILLS

- Well versed with Operating Systems (Windows 98/2000/Vista) and MS Office (Word, Excel, PowerPoint)

## EDUCATION

- LL.B. (Labor Laws) from Lucknow University in 1999
- Masters (MBA) in Human Resource Management & Industrial Relation from Lucknow University with 1<sup>st</sup> division in 1997
- B.Sc. (Maths, Physics & Statistics) from Lucknow University in 1994
- 12<sup>th</sup> from GIC, U.P. Board with 70% in 1989
- 10<sup>th</sup> from GIC, U.P. Board with 77% in 1987

### Other Credential:

- Diploma in Computer Concepts & Applications (A Grade) from I.S.C.T. Lucknow in 1997

## PERSONAL DETAILS

Date of Birth:	1 <sup>st</sup> July, 1973
Present Address:	T-7/103, Amrapali Grand, Gh-09, Sector-Zeta-I, Greater Noida - 201306, U.P.
Permanent Address:	H. No. 45, Sector - 17, Indira Nagar, Lucknow - 226016
Languages Known:	Hindi and English
Location Preference:	Any Where