

Seeking a position in well known organisation as an HR Generalist and opportunity to make a strong contribution by utilizing to use my experience and expanding upon related education, skills use my experience for the better growth and profitability of the firm.

- A competent professional with over 8 years of experience in the areas of HRM, Recruitment & Selection, Salary Processing, General Administration, Facilities Management and Systems Implementation.
- Working as Sr.Executive- P&A & HR: with Vardhman Textiles Ltd.(Baddi) H.P.
- A keen learner with strong analytical & problem solving skills abilities teamed with effective communication skills.

CAREER HIGHLIGHTS

Vardhman Textile Ltd.

(Sr.Executive– HR & IR, Admin.Since May-2018 To till date)

Statutory Compliance

- ✓ Contractor employees take care.
- ✓ Contractor salary & bill & Contractor record check.
- ✓ Maintain all ISO related documents in hr department.
- ✓ Supporting in pollution department compliance.
- ✓ Supporting in pollution department inspection.
- ✓ Handling ESI / PF issues of new employee.
- ✓ Monthly Returns, Half Yearly Returns, Annual Returns Filling Returns & Legal Register such as Factory Act, Bonus Act, Gratuity Act LWF . etc.
- ✓ Maintain Works committee and send G-1 return to labour department.
- ✓ Maintain canteen committee.
- ✓ Maintain Grievance committee.
- ✓ Maintain safety committee.
- ✓ Maintain SHPC committee.

Employees Welfare Activity

- ✓ Arrangement of gifts & sweets for celebration of special occasion/ festivals & Tour Program like Diwali, Founders' Day, New Year etc.
- ✓ Coordinating in arrangement & distribution of Uniform, Shoes, I-Cards & other facilities to Workmen
- ✓ Motivating the employees through various activities like Celebrating Employees Birthdays Suggestion Scheme & Rewards, Attendance Bonus Scheme, Loan & advance Periodical Medical checkup like Eye, Sugar, Blood Pressure, and Hemoglobin etc.
- ✓ Arrangement of Canteen Management & first aid etc.
- ✓ Organized Get – Together of Employees and Management
- ✓ Responsible for effective functioning of Canteen & Bus.
- ✓ Managing facilities in the organization, including Building, pantry, House Keeping, Transportation & Security Management.

Recruitment & Selection

- ✓ Recruitment and Selection of Employees through multiple sources at various levels like Consultant and Employees Referrals only for worker & supervisor.
- ✓ Short listing of applications.
- ✓ Scheduling and Conducting Interviews.

- ✓ Ensuring complete background verification check for new employees.
- ✓ Issuing offer letter and Appointment letters.
- ✓ Maintain and prepare of Employee personal Data File of New Joiners

Training and Development

- ✓ Identification of Training needs through competencies mapping.
- ✓ Preparing the Training Calendar.
- ✓ Conducting on job and class room training to employees.
- ✓ Collection of Feedback and analysis of the same
- ✓ Conducting Fire Fighting Training to employees
- ✓ Conducting training programs for the workers.

Pilot Industries Ltd.

(Sr.Executive- HR & Admin.Since Oct- 2013 to May-2018)

Company Profile: - Pilot Group of Industries based at Bhiwadi is engaged in manufacturing of Battery, Lead Oxide, Lead Alloys, since 1969 for more than 4 decades. These products are being sold all over India through strong team of channel partners, distributors. The company is also engaged in Contract manufacturing. The company is a fast growing company having present turnover at 600

Candidate Relationship Management

- ✓ Regular interaction with the candidate for clarifying salary break-up, Pre-Joining formalities.
- ✓ Enabling interaction of the perspective employee with team in order to give them a better understating of their role and responsibilities
- Ensuring smooth On-boarding & induction

Payroll Management

- ✓ Daily Attendance data process with software busy.
- ✓ Daily & Monthly late coming and absents report of employees.
- ✓ Daily & Monthly Man Power MIS report & Over Time Report sent to HOD.
- ✓ Daily Updating of Attendance like leave, Gate Pass, Short Leave & out Door Duty as per attendance policy.
- ✓ Updating the software with the details of new employees hired and also leaving employee.
- ✓ Preparation of loan and advances of employees for salary preparation.
- ✓ Leave encashment
- ✓ Issue pay slips to all employees
- ✓ Punching Card issue for new employee
- ✓ Maintain earn Leave register
- ✓ Contractor employees take care
- ✓ Contractor salary & bill & Contractor record check.
- ✓ Final Salary processing on busy & Checked to account & finance department for Transfer to salary Account
- ✓ Full & Final Settlement.

Statutory Compliance

- ✓ PF & E.S.I. Challan & Monthly Returns, Half Yearly Returns, Annual Returns Filling Returns & Legal Register such as Factory Act, Bonus Act, Gratuity Act LWF . etc.
- ✓ ESIC & PF enrollment of new employees.
- ✓ Create PF UAN No online
- ✓ PF forms fill up and submitted
- ✓ Maintain eligibility PF register
- ✓ Monthly & annually PF return submitted online
- ✓ ESI Smart card issue for new employee.
- ✓ Handling ESI / PF issues of new employee.
- ✓ Supporting in pollution department compliance.

- ✓ Supporting in pollution department inspection.
- ✓ Maintain all ISO related documents in hr department.

Induction & Orientation Program

- ✓ Complete joining formalities and new programs for the new members, complete all documentation requirements, Plan and execute induction with the emphasis on moments of Truth for new employees. To facilitate the Induction Program, Welcome Circular, 3 Days Induction Program.

Performance Appraisal Employee

- ✓ Performance Appraisal according by the KRA's and Coordinate with all HOD's for completing the performance appraisal system within the time. Drafting Increment Letter, Salary Structure (CTC), Offer Letter, Confirmation Letter etc.
- ✓ Collection, compilation and analysis of various HR reports

Employees Welfare Activity

- ✓ Arrangement of gifts & sweets for celebration of special occasion/ festivals & Tour Program like Diwali, Founders' Day, New Year etc.
- ✓ Coordinating in arrangement & distribution of Uniform, Shoes, I-Cards & other facilities to Workmen
- ✓ Motivating the employees through various activities like Celebrating Employees Birthdays Suggestion Scheme & Rewards, Attendance Bonus Scheme, Loan & advance Periodical Medical checkup like Eye, Sugar, Blood Pressure, and Hemoglobin etc.
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Su-Kam Power System Pvt. Ltd.

(Executive -HR & Admin. From Sep-2009 to Sep 13)

Payroll Management

- ✓ Daily Attendance data process
- ✓ Daily Absenteeism report update.
- ✓ Daily late coming and absents report of employees
- ✓ Daily Man Power MIS report & Over Time Report sent to HOD.
- ✓ Daily Updating of Attendance like leave, Gate Pass, Short Leave & out Door Duty as per attendance policy.
- ✓ Monthly over time data update
- ✓ Punching Card issue for new employee
- ✓ Maintain earn Leave register
- ✓ Daily Maintain Gate Entry Incoming & Out going
- ✓ Contractor employees take care

EDUCATION

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| ✓ 2009 | M.S.W | Dr. BRA University Agra |
| ✓ 2004 | Bachelor of Arts | Dr.BRA University Agra |

Personal Introduction:

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|--------------------|---|-----------------------------|
| ✓ Father's Name | : | Sh.Kedar Singh |
| ✓ Date of Birth | : | 2 March, 1985 |
| ✓ Hobbies | : | Swimming, |
| ✓ Resident Address | : | Beri Chahar ,Akola,Agra,u.p |

Dated:_____

(Shiv Kumar Singh)