

DAYARAM VISHWAKARMA

Company Secretary • Senior HR Professional • Payroll Operations Expert — 25+ Years Experience

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PROFESSIONAL SUMMARY

Dynamic and results-oriented Senior HR Professional with 25+ years of comprehensive experience in human resources management, payroll administration, statutory compliance, and financial operations across pharmaceuticals, healthcare, and construction industries. Demonstrated expertise in transforming HR operations, implementing HRIS systems, and ensuring regulatory compliance. Proven track record of managing large-scale payroll operations, developing strategic HR policies, and driving organizational efficiency through process optimization and technology adoption.

CORE COMPETENCIES

Secretarial Work	Statutory Compliance of Company Law
Human Resource Information Systems (HRIS)	Payroll Processing & Administration
Statutory Compliance (PF/ESI/PT/Bonus/TDS)	Employee Relations & Counselling
Recruitment & Selection Processes	Onboarding & Induction Programs
Policy Development & Implementation	Vendor Management & Cost Control
Time & Attendance Management	Training & Development Programs
Audit Management	Financial Reporting & Analysis
Employee Engagement & Retention	Grievance Handling & Resolution
CSR Activities & NGO Coordination	Product Costing & Price Analysis
Accounting	

PROFESSIONAL EXPERIENCE

C.S. / HEAD – HR, PAYROLL & ADMINISTRATION <i>Emenox Group, Noida, UP — Construction / Pharmaceutical Manufacturing / Healthcare / CSR</i>	Jun 2011 – Present
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Talent Management

- Managed the complete recruitment process for sourcing the best talent from diverse sources like Recruitment Portal, Placement Agencies, and Advertisements after identification of manpower requirement.
- Handled sourcing & screening resumes, conducting recruitment, scheduling & interviewing candidates, freezing the final round of interview, discussing offer & issuing offer letter, making of salary fitment and handling joining formalities.
- Reference Check of new joiners.
- On boarding & Induction of new joiners.
- Prepare Basic Information of new joining & update in Employee master file.
- Responsible for controlling personal files of employees.
- Generation of Employee code, Employee ID Cards
- Preparation of Appointment Letter for regular & retainer both type of employment.
- Sending Introduction mail to all employees about new joining.
- Handled Performance Management System. Annual performance appraisal and increment process of employees.

- Identifying manpower requirements through skills identification and mapping for articulating the skills requirements and gap analysis.
- Key processor of formulation and implementation of Increment cycle, incentive and other remuneration policies.
- Managed HRIS and compiled reports from database.
- Open salary account of employees with the coordination of bank.

Talent Engagement

- Conducting induction of new joiners & take them company process and policies.
- Work closely with the functional leaders to manage strategic initiatives for the corporate functions, including manpower & operational budget, employee engagement, retention, employee relations matters, and organizational structuring, career development & diversity programs.
- Mentoring new inducts in team with day-to-day activities.
- Ensure completion of all mandatory trainings.
- Festival celebrations, fun activities, engagement activities.
- F&F Settlement, Grievance handling.
- Data and MIS management.
- Reporting on performance management and appraisal.
- Organized training schedules for new and existing staff and kept training records up to date.

HR Automation

- Implementation of digitalization of data and records – uploaded all documents and necessary reports to HR portal from paper files.
- Implementation of documentation process on joining and exit process during separation through portal.

Payroll Management

- Manage Attendance of all offices and sites for employees Through Kentcam Attendance, Starlink and Fieldbiz software.
- Making salary structure of new joinee.
- Processing salary by adjusting leaves, TDS, any advance taken or any deduction for certain reason if pending through Starlink Payroll software.
- Prepare Transfer Letter and Bank Transfer mail for transfer of salary.
- Prepare and filing of Bonus Return with the department and payment of bonus as per bonus act.
- Prepare and File Factory Half Yearly and Yearly Return with the Office of Factory.
- Prepare and file PF return and payment PF challans.
- Prepare and file ESI return and payment of ESI challans.
- Prepare and file PT return.

- Compliance under Minimum wages act and revise wages half yearly of workers
- Prepare Leave Encashment sheet and payment.
- Preparing LTA and Diwali Bonus according to company policy.
- Preparation of full and final settlement workers & staff with exit interview formalities
- Conducted Employee Satisfaction Survey & ensuring implementation of action plan. Improved Attrition rate.
- Designing and Implementing salary structure, remuneration and reward systems
- Reviewing and implementing salary increment and revision programs.
- Make Contractual Employee Attendance.
- Maintain Employee's Leave register as per leave policy.
- Prepare and distribute Pay slip.
- Prepare and implement Holiday list of company and mail to employee of all states.
- Preparation Variance & Exception reports on monthly basis.
- Processing all types of reimbursements i.e., medical, LTA, fuel, driver, vehicle maintenance etc.
- Handling employee's queries pertaining to taxation, F & F and salary calculation.
- Handling full & final settlements for employees leaving the organization with minimum lead time.
- To Check Market Representatives Expenses with Travell Policy of company and disbursement.

Contract Labour Management

- Managing Muster Roll keeping all the personnel record of the employees and maintaining attendance register on all sites.
- Processing salary by cross checking all compliance completed by contractor for PF, PT, ESIC.

Industrial Relation

- To attend Union Meeting & Solve query smoothly if any.
- To take disciplinary action against Unauthorized Absenteeism, Misconduct, Theft, Misbehaviors (Warning Letter & Show Cause Letter).
- Settlement of workers Pending Grievances like Bonus, Uniform other PPEs etc.
- Administration and management of resource allocation of employees.

Statutory Compliances

- Shop act licences renewal.
- Factory act licences yearly renewal.
- Renewal of Licence under BOC Act for Site construction.
- Renewal of Insurance of GMC, GPA, CAR, EAR, Marine Insurance, Fire & Burglary Insurance, Vehicle Insurance.

- All compliances under PF and ESIC Act.
- Handling all queries related to PF & ESIC with team Explaining employees about the benefits of PF and ESIC.
- All Compliances under Bonus Act, Gratuity Act, Minimum wages act, Maternity act, POSH Act, Payment of wages act and CLRA.

Employee Relation / Welfare

- Formulating & implementing welfare facilities; ensuring safety & health of the employees as per the standard.
- Working on Employee satisfaction and Employee suggestion scheme for process of improvement.
- Organizing various employee welfare activities for events like Birth day celebration, Festival Celebration, Annual day Celebration, Picnic, Sports, Cultural activities etc.
- Managing employee Rewards system.
- Employee welfare activities & Internal Event Management.

Accounting

- Handling Day to Day Accounting.
- Prepare and filing of TDS return.
- Prepare and filing of GST return.
- Maintain Books of Accounts up to Finalization of Balance Sheet.
- Prepare Price List of company and Revision time to time.
- Prepare Process Costing sheet of Products.
- To Check Certificate of Origin, shipping Bills and Sales Invoices.
- Reconciliation of Accounts payable and Accounts Receivable.

Admin Work

- To Appoint new Vender by shortlist from Cost effective for Security Guard, Housekeeping Agencies and Pest Control Agencies, AMC Vender, HR Staffing agencies.
- To maintain firefighting equipment and Refilling of Fire Extinguishers.
- Handled Contract manpower for effective utilization for all departments, Regular assessment of contract manpower.
- Insurance Work and Vehicle maintenance records.
- Maintaining records of Stationary, Fixed Assets, Sim Card allotted, Pen drive and other office materials.
- Taking follow up of security deposit with owners whose rent agreement has been terminated.
- Comparison of Various vendor for AMC of UPS, AC , Printing , Stationary , Fixed Asset .
- Executing health checkups and investigating of all type of incident/accidents & reporting.
- Compute and payment of Property Tax of all location and file Property Tax Return.

- To Check and Pay Credit cards dues of company.

Secretarial Work

- To maintain Statutory Register of the company.
- Prepare Board meeting, AGM Records and Resolutions.
- Prepare Minutes Books, Share Transfer Register, Register of shareholder.
- ROC Form Filing.
- KYC update of DIN

MANAGER – ACCOUNTS & SECRETARIAL

Basilco India Ltd., Delhi — Pharmaceutical Trading

Apr 2006 – May 2011

- Handling Day to Day Accounting of the company.
- Maintain internal control system.
- Maintain Books of accounts up to Finalization of Balance Sheet.
- Filing of Sales Tax Return and Sales Tax Assessment.
- Filing of TDS Return & FBT.
- Prepare and filing of Income Tax Return with the Department.
- Prepare Minutes books.
- Prepare and maintain Secretarial Statutory Records of the company.
- Filing of Balance Sheet, Annual Return with the ROC.

MANAGER – ACCOUNTS & FINANCE

Deepharma Laboratories Ltd., Delhi — Bulk Drug Manufacturer

Aug 2004 – Mar 2006

- Handling Day to Day Accounting.
- Maintain Books of accounts up to Finalization of Balance Sheet.
- Filing of TDS Return.
- Prepare and filing of Income Tax Return with the Department.
- Prepare & Filing of Sales Tax Return and Sales Tax Assessment.
- Issue of Sales Tax Form C.

SENIOR ACCOUNTS OFFICER

Deepharma Ltd., Delhi — Allopathic Pharmaceutical Manufacturing

Feb 1999 – Jul 2004

- Handle Day to Day Accounting.
- Maintain Books of accounts up to Finalization of Balance Sheet.
- Prepare Cash Book, Bank Book, Journal, Purchase Register and Sales Register.
- Filing of TDS Return.

- Bank reconciliation.
- Prepare and filing of Income Tax Return.
- Prepare & Filing of Sales Tax Return and Sales Tax Assessment.
- Issue of Sales Tax Form C/F/H/D.

ACCOUNTS OFFICER

Aug 1997 – Jan 1999

We Care Laboratories, Noida — Acrylic Product Manufacturing & Exporter

- Prepare Cash Voucher/bank Voucher/Journal Voucher/Purchase Voucher and Sales Invoices.
- Prepare Cash Book, Bank Book, Journal register and Purchase Register.
- Prepare Creditors and Debtors Register.
- Bank Reconciliation.
- Prepare Sales Tax Register and File Sales Tax Return.
- Issue of Sales Tax Form C and H.

MANAGEMENT TRAINEE

May 1996 – Jul 1997

Praveen Ranka & Associates (Company Secretaries), Delhi

TECHNICAL PROFICIENCY

Time & Attendance Systems: Starlink Time Office, IBIS FieldBiz, Kent Cam Attendance Systems, Biometric Systems

Compliance & Reporting: GST Portal, EPFO Portal, ESIC Portal, Income Tax e-Filing, TDS Returns, Statutory Filings

Analytics & Reporting: Advanced MS Excel, MS Word

Financial Tools: Tally Prime, Financial Reporting, Banking Reconciliation, Cost Accounting

EDUCATION & PROFESSIONAL QUALIFICATIONS

- **Associate Company Secretary (ACS)** — Institute of Company Secretaries of India (ICSI) 2001
- **Bachelor of Commerce**, KNI Technology, Dr. Ram Manohar Lohia Avadh University, Ayodhya, U.P. 1992
- **12th** — B.D. Dubey Intermediate College (Allahabad Board) 1989
- **10th** — B.D. Dubey Intermediate College (Allahabad Board) 1987

TECHNICAL CERTIFICATIONS

- NCFM – Capital Market (Dealer) Module 2007
- NCFM – Derivatives Market (Dealer) Module 2011

PERSONAL DETAILS

Date of Birth:	6 May 1970
Father's Name:	Sh. Jagdev Prasad Vishwakarma
Address:	H. No. 354, Gali No. 14, Shiv Kunj, Sant Nagar, Delhi 110084
Languages Known:	English, Hindi
Marital Status:	Married