



POSHAN LAL YADAV

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Job Objective

Seeking senior level assignments in the areas of HR Administration / Office Management / Payroll Management with an organization of high repute

Profile Summary

- A competent professional with an experience of over 16 years in the areas of HR Administration, Industrial Relations, Corporate Social Responsibilities, Office Management and Payroll Management . Currently designated as Dy. Manager-HR, Maral Overseas Limited, Village - Khalbujurg, Post - Maral Sarovar, Distt-Khargone (M.P.) (Textile Unit of LNJ Bhilwara group)
- Experience in managing modern HR systems with deftness in maintaining harmonious relations among management and workers through efficient administration
- Proficient in ensuring Statutory Compliances under various Acts like Factories, Minimum Wages, Contract Labour , Payment of Bonus & Wages, Workmen Compensation, Provident Fund, Gratuity, Employee State Insurance, etc.
- Adept at people management and handling employee grievances thus creating an amicable & transparent environment
- Deft in organizing office operations/ procedures and preparing payrolls for the employees 2700. sasses excellent communication, interpersonal, planning, analytical and problem solving skills

Core Competencies

- Coordinating in formulation & implementation of increment, incentive and promotion policies
- Managing appraisal process across the levels and establishing framework for substantiating Performance Appraisal System linked to Reward Management
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements and developing training & development initiatives for quality enhancement
- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews, induction program, contract negotiations, discipline, policies for employees, etc.
- Carrying out payroll processing functions like computation of salaries, attendance, leaves, overtime & deduction of loans, creating codes for new employees, updating personal details, etc.
- Handling all administrative activities like maintenance of office equipment, and record keeping of stationery

Organisational Experience :

- Since 1 July 2013 to 24 March 2014, Raipur Waste Management Pvt. Ltd., as HR-Executive
- Since 8 Feb'11 to 29 June 2013. Crest Steel & Power Pvt. Ltd. (TopWorth Group), Durg as Time office Incharge - HR & Admin.

Role:

- Effectively managed HR functions of more than 950 employees of the company
- Represented the company in , Labour & EPF Commissioner's Office
- Coordinated with Local Police Station & District Administration when required
- Ensured discipline & order at plant and welfare supplies as per the wage settlement
- Reviewed interim performance management , increments and promotions for management & non management staff on an annual basis
- Prepared annual, half-yearly and monthly returns under various acts like Factories, Minimum Wages, Contract Labour (R&A), Bonus, Payment of Wages, Maternity Benefit, Employees State Insurance, PF & Misc. Act
- Undergone statutory compliances and drafted annual welfare calendar

Highlight:

- Appreciated with the Best Employee Award in 2012

Jun'05-Nov'10. M/s Jai Balaji India Ltd., Rasmada (Borai), Durg, CG as Sr. Officer (P&A) - Durg Division

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Trainings

- **Training Course on Employers/EPF Members Workshop by EPFO, Ujjain (M.P.)**
- **Workshop on Managing Contract Labour by Confederation of Indian Industry Indore (M.P.)**

Education

2021	M.S.W (Master of Social Work) With Labour Legislations , HR Development & Managing Industrial Relations Degree Course From D.A.V.V Indore (M.P.)
2010	Post Graduate Diploma in Human Rights from Indian Institute of Human Rights, New Delhi (Grade A)
2005	Diploma in Personnel Management & Industrial Relations from All India Inst. Of Mang. Study Chennai.
2001	Honours Diploma in Computer Programming & Application from AISECT, Bhopal with 74.1%

IT Skills

- Conversant with:
 - MS Office (Word, PowerPoint & Excel)
 - ERP Software (Ramco, Datatex-Now, Savior,Smart Infocom)
 - Internet Applications
 - **Hindi Typing**

Personal Details

Date of Birth:	9 th June, 1980
Address:	Poshan lal Yadav B/O Mr. Santosh kumar Yadav , Near Govt. Hospital, Village & Post – Rasmada, Dist. Durg – 491001, CG
Languages Known:	English, Hindi, Chhattisgarhi.
Current CTC	: 45000/- P/M + Accommodation

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