

Raj Kumar

Accomplished and solutions-driven strategist with extensive experience in driving as an HR Generalist in the HR & Admin, Liaising, making & implementing policies that fuel a smooth workplace and healthy environment presence & drive revenue with the stability of the employees.

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Profile Summary

I leverage my passion for people management and organizational development to foster a positive work environment with 9 years of experience in the manufacturing unit and in the corporate office. I possess expertise in talent acquisition, performance management, employee engagement, benefit administration & compliance and training & development etc.

With proven expertise, I successfully led interactions with pivotal government agencies, including the Employees' Provident Fund (EPF), Employees' State Insurance Corporation (ESIC) Labour Department, and Uttar Pradesh State Industrial Development Corporation (UPSIDC), National Apprenticeship Promotion Scheme (NAPS), Electricity Department and etc. My efforts ensured timely compliance, resolved complex issues, and cultivated robust relationships, driving business growth and excellence.

Results-driven professional with in-depth expertise in Payroll Management and Attendance Management, complemented by comprehensive knowledge of "EPF, ESIC, Bonus, Gratuity, Labour Welfare Fund (LWF), Worker's Compensation (WC) policies, Professional TAX (PT) compliance and Tax deduction on sources (TDS) etc." Proven track record of ensuring accurate and timely payroll processing, compliance with statutory regulations, and optimizing attendance management systems.

Seasoned recruitment professional with expertise in leveraging diverse sourcing channels, including prominent job portals such as Naukri.com, Indeed.co.in, workIndia.in etc. and proven ability to identify top talent, foster strategic partnerships with consultancies, and coordinate end to end hiring processes to meet organizational requirements.

Proven expertise in collaborating with cross-functional teams: coordinated with HR personal at manufacturing units to resolve HR-related queries & concerns and working closely with the sales teams across Pan India to address HR-related issue, ensuring seamless support and resolving matters efficiently.



Core Competencies

Payroll Management

Recruitment & Selection

Training & Development

Leadership & Interpersonal Skills

Talent Acquisition

Analytical & Technical Skills

Conflict Resolutions

Performance Management

Employee Relations



Education & Certifications

- ❖ MBA- (HR & Marketing) from MMTU, Noida, 2013
- ❖ B. Sc. from CCS University, Meerut, 2011



Computer & Software Skills

- ❖ Basic knowledge of computer fundamentals (MS-Office, PowerPoint, Advance Excel, Macro, VBA Coding, Net Surfing etc.
- ❖ Typing speed 50 WPM in English & 30 WPM in Hindi.
- ❖ HROne Software for Attendance and Payroll procedure.
- ❖ Salesforce Software



Work Experience

Since Nov'22 | Varahamurti Flexirub Industries Pvt. Ltd.

Manager – HR & Admin

Key Result Areas:

- ❖ Develop and implement HR strategies aligned with organizational goals.
- ❖ Manage HR systems, including HRIS and payroll.
- ❖ Ensure compliance with labour laws, regulations, and company policies.
- ❖ Coordination with Factory HR to manage risk, including workplace safety and workers' compensation.
- ❖ Conduct investigations & respond to compliance-related issues.
- ❖ Develop and implement recruitment strategies and manage the recruitment process, including job postings, sourcing candidates, conducting interviews, evaluating applicants, and making hiring decisions.
- ❖ Developing and implementing a structured onboarding process for new hires to introduce them to company culture and roles.
- ❖ Administering employee salary structures and ensuring compliance with payroll regulations.
- ❖ Creating and updating company policies related to employee conduct, leave management, attendance, and other HR matters.
- ❖ Collaborating with department heads to understand business needs and align HR strategies accordingly.
- ❖ Effectively communicating HR policies and updates to employees at all levels.
- ❖ Providing guidance and support to HR team members and fostering a positive work environment within the HR department.
- ❖ Coordination with the sales team working in Pan India to resolve their query.

- ❖ Grievance handling procedure for to reduce the attrition rate and enhance the productivity.
- ❖ Foster positive employee relations and engagement.
- ❖ Manage employee communications, including company-wide announcements and policies.
- ❖ Disciplinary action/warnings/termination if required.
- ❖ Annual Salary Review & Appraisal
- ❖ Coordination with the NAPS dept. to register new employees and payroll procedures.
- ❖ Coordination with the HR team working in the factory on a daily basis and conducting meeting with them related to HR activities.
- ❖ Working HROne software for time management and payroll procedure.
- ❖ Generating EPF and ESIC challan every month and doing payment timely.

June'17-Oct'22 | AH Machines India Pvt. Ltd.

Assistant Manager – HR & Admin

Key Result Areas:

- ❖ Coordination with legal dept. like EPF, ESIC, Labour, UPSIDC, Jila Panchayat, Electricity etc.
- ❖ Documents creation & updating letters "offer, appointment, transfer, promotion, experience, Full & Final settlement, No dues etc.
- ❖ Verify employee time and attendance records
- ❖ Process payroll data & ensure accurate payments and generate EPF & ESIC challan on Monthly basis.
- ❖ Assist in sourcing candidates through job portals like Fresherworld.com, Indeedjob.com and naurri.com and employee referrals.
- ❖ Coordination with agencies/consultant/training centers and doing Campus Placement
- ❖ Conduct initial screening interviews and shortlisting qualified candidates.
- ❖ Conduct reference check and background verifications.
- ❖ Welcome new employees and guide them through the onboarding process.
- ❖ Address employee concerns and grievances promptly
- ❖ Facilitate communication between employees and management.
- ❖ Investigate and resolve workplace conflicts.
- ❖ Assist in the implementation of performance appraisal processes.
- ❖ Track employee development needs and identify training opportunities.
- ❖ Coordinate and deliver employee training programs
- ❖ Coordination with the workers and employees.
- ❖ Generate HR metrics and reports on employee turnover, absenteeism, and workforce demographics.
- ❖ Grievance handling procedure for to reduce the attrition problem and enhance the productivity.
- ❖ Disciplinary action/warnings/termination if required.

Oct'16-May'17 | Crew Power Maintenance LLP

Executive - HR

Key Result Areas:

- ❖ Identifying staffing needs across different services lines.
- ❖ Developing and implementing recruitment strategies.
- ❖ Managing job postings & candidate sourcing.
- ❖ Addressing employee concerns and grievances.
- ❖ Maintaining open communication with employees.
- ❖ Managing employee's records and documentations.
- ❖ Working on attendance on daily basis.
- ❖ Managing payroll and ensuring accurate compensation calculations.
- ❖ Conducting exit interviews to identify areas for improvement.

Project Undertaken and Activities

- ❖ A Research Project done on " Employee Welfare in Bhushan Steel Pvt. Ltd. Ghaziabad"
- ❖ Visited Sanskriti University and G.L. Bajaj University for campus placement on behalf of Rajdhani Wine Ltd.



Personal Details

Date of Birth: 18/08/89

Languages Known: Hindi & English

Address: Street No. 21 Brij Vihar Colony, Muradnagar Distt. Ghaziabad -201206

Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Date.....

Place.....

(RAJ KUMAR)