**CURRICULUM VITAE**

# SUNIL KUMAR

**H.No.-285, Gali No.-05,**

**Sandeep Garden Colony, Bahrampur**

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**Career objective:-**

Experienced self motivated and result oriented professional with more than 05 years experience in

HR Personnel & IR. Possesses leadership, Decision Making & well organized able to work effectively.

**Profile Summary:**

* Around 05 yrs+ experience in an HR Core (Gernelist Profile) in reputed Organization.
* A keen communicator with strong problem solving, planning, presentation and people management skills
* Adept at handling day- to- day administrative activities in coordination with internal/external dept.
* Proficiency in managing HR statutory Compliance, EHS, relating training program.

**Work Experience:- Total Experience- 05 Years & 09 Months.**

Currently Working with **Minda Furukawa Electric Pvt. Ltd. Noida, as a Executive- HR & Admin** from **04 Aug’14** to **till date.**

**Responsibilities**

* Handle of **450+** Regular Employees.
* Attendance & Leaves Management.
* Pay roll processing of all Regular Employees.
* Daily Monitoring Absenteeism & Present Contractual Associate & On Roll Employees.
* Handle Joining formalities & Complete Documentation of on roll Employees.
* Long Absenteeism Cases.
* Timely preparation and distribution of Regular & Outsource Employees Salary.
* Maintaining of all statutory records under factory act 1948. E.P.F. act 1952, E.S.I Act 1948, Payment of gratuity Act 1972, Payment of Bonus Act 1965 &

The Contract Labour (R & A) Act 1970, Apprenticeship Act 1961

* ESI & EPF Monthly Online Challan Generation.

**Contractor’s Management**

* Handle of **550+** Regular Employees.
* Ensure Attendance & GWR Contractual Associates.
* Ensure Salary of Contractual Associates & Billing Payment.
* Ensure PF & ESI Challan & Returns.
* Annual Return under the Contract Labour (R & A) Act 1970.

**Recruitment**

* Manpower planning as per requirement of PPC.
* Recruitment planning as per Manpower Planning.
* Recruitment of Contractual Associates.
* Handling Complete Process for hiring Contractual Associates.
* Fix Interview schedule, venue with concerned Dep’t. Head.
* Appointment Letters of New Joiners.
* Regular follow-up for Probation Confirmation of new joined.
* **Employee Relation and Grievance Handling**
* Conducting Shop floor meetings.
* Conducting General Communication Meetings.
* Grievances related to IR.
* Lisening with EPF Deptt., ESIC Deptt. & Labour Deptt.
* **MIS Monthly & Others**
* MIS of one Pager (Summary of Monthly Activates)
* MIS of Plant Performance
* MIS of GCO

Worked with with **UFLEX LTD, Noida** as a **HR- Officer** (From- **03rd June 2013** to 02nd Aug’14).

**Company Profile-**UFLEX Ltd. Is India’s largest and fast growing flexible packaging company with large capacity of plastic film and packaging products, which provide end-to-end flexible solutions. Uflex has presence in over 114 countries across the world with manufacturing facilities in India, Dubai, Mexico, Poland, Egypt and many more in anvils.

**Responsibilities**

**Administration**

* Canteen Management.
* Pantry Management.
* Office Management.
* House Keeping Management.
* Horticulture Management.
* Event Management.
* Vender Management.
* Transport Management.
* **Statutory compliance under PF & E.S.I.**
* ESI & EPF Monthly Online Challan Generation.
* Submission of E.S.I and PF Challan.
* ESI half Yearly Return.
* Maintaining of all statutory records under factory act 1948. E.P.F. act 1952, E.S.I Act 1948, Payment of gratuity Act 1972, Payment of Bonus Act 1965 &

The Contract Labour (R & A) Act 1970, Apprenticeship Act 1961.

* Conducting General Communication Meetings.
* Grievances related to IR.
* Lisening with EPF Deptt., ESIC Deptt. & Labour Deptt.

**Contractor’s Management**

* Ensure Salary of Contractual Employees & Billing payment of venders.
* Ensure PF & ESI Challan & Returns.
* Annual Return under The Contract Labour (R & A) Act 1970.

**Previous Employer:-**

Worked with **MARUTI SUZUKI INDIA LTD, Manesar Powertrain Plant. (Formerly known as Suzuki Powertrain India Ltd.)**, as a **HR- Executive** (From- **04th April 2011** to **31st May 2013**) (**02 Years & 02 Months).**

**SPIL** amalgamation with **MSIL** w.e.f. **17-Mar-2013.** **SPIL** was JV between **SUZUKI** and **MARUTI.** Company set up in year 2002 with aim to produce the world’s finest **Diesel Engine** and **Transmission**. And currently producing **1.30 Million** engines & Transmissions annually.

**Responsibilities**

* Handle of **900+** Regular Employees.
* Attendance & Leaves Management
* Handle Joining formalities of TT & Apprentice.
* Long Absenteeism Cases.
* Timely preparation and distribution of Regular & Outsource Employees Salary.
* Maintaining of all statutory records under factory act 1948. E.P.F. act 1952, E.S.I Act 1948, Payment of gratuity Act 1972, Payment of Bonus Act 1965 &

The Contract Labour (R & A) Act 1970, Apprenticeship Act 1961

* ESI & EPF Monthly Online Challan Generation.

* **Employee Relation and Grievance Handling**.
* Grievances related to Payroll & IR.
* Lisening with I.T.I. Institutes, EPF Deptt. ESI Deptt. & Labour Deptt.

**Contractor’s Management**

* Ensure Salary of Contractual Employees & Billing Payment.
* Ensure PF & ESI Challan & Returns.
* Annual Return under the Contract Labour (R & A) Act 1970.

Worked with **VSA Management Services Ltd. Noida.** An Outsourcing & Payroll Company.

As a **HR-Officer (Compliance, Payroll, IR)** from **25** **Nov 2009** **to 02 April 2011.** **(01 Year +4 Months)**

**Personnel & IR**

* Joining Formalities of New Employees.
* Releasing and distributing the monthly salary of the contractual workers.
* Addressing and responding to the employee grievances related of payroll.
* Maintaining of all statutory records under factory act 1948.
* All operational works related to personnel department, maintaining of personnel files.
* PF Returns, ESI Returns
* Lisening with Our Clients, I.T.I. Institutes, Labors Department authority, Banks, PF Dept., and ESI Dept. Auth.

**Recruitment**

* Handling Complete Process for hiring candidates for desired profile in all depts.
* Use Sources for calls for desired profile.
* Make calls to candidates with matched profiles.
* Fix Interview schedule, venue with concerned Dep’t. Head.
* Selected candidate fully convince for joining.

## Project Training;

**Company-** Minda Corporation Limited, Sec-59, Noida. A Leading Manufacturing company of Security systems.

**Project Title-** **Training & Development**

**Duration-** 2 Months (25th July-2009 to 24th Sep-2009)

#### Strength

* Good Knowledge of Administration Management.
* Teamwork Qualities
* Self Motivated
* Flexible and willing to improve
* Work under Stress
* Positive Attitude

**Professional Qualification**

* **MBA – HR, Session -2008-2010.**

From Guru Jambheswar University of Science & Technology, Hisar (Haryana).

**Academic Qualification**

* Graduation (Bachelor of Arts) From Agra university in 2007.
* Passed 12th From UP Board, Allahabad in 2004.
* Passed 10th From Rajasthan Board, Ajmer in 2002.

**Computer Proficiency**

* MS-Excel, MS-Word, MS-Power Point, MS-Outlook, Internet.
* Visual Pay (The Complete Payroll Software).
* Savior Software (Attendance Machine).
* Max Time Software (Attendance Machine).
* Star Link Software (Attendance Machine).
* ERP Software (Oracle CL04 & CL01)

#### Personal information

DOB :- 05-Oct-1987

Marital Status :- Married

Birth Place :- Mathura, (U.P.)

Nationality :- Indian

Hobbies : Listening Music & Making Friends.

**(Sunil Kumar)**