

# Sharad Lakum (HR & Administration)



**Present Address:** C-501, Cidhhidhata Avika, Opp Aaryan city Near, Keshav party, Plot, Vandematram, Gota, Ahmedabad, Gujarat, Indian



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## CAREER SUMMARY

A competent result-oriented **HR Generalist profile with 9 Years experiences** in Human Resource Management, Payroll Management, Contract workers Management, Statutory compliances, Employee Relation, Employee Welfare, Training & Development and General Administration. Very good experience cGMP Pharmaceuticals and Hospitals with Manufacturing plants.

## KEY RESULT AREAS (KRA)

<b>Recruitment &amp; Selection/ Confirmation</b>	<b>Induction, Joining to Exit Formality</b>
<b>Preparing quarterly HR Presentation</b>	<b>Installation New HRMS System</b>
<b>PF &amp; ESIC All Activity online</b>	<b>Monthly budget /Provision for Bill – HR &amp; Admin</b>
<b>Trainings &amp; Development</b>	<b>Contract Labor Management</b>
<b>Employee Engagement Activity</b>	<b>Audits coordination and management</b>
<b>Monthly Payroll processing of Staff &amp; Worker</b>	<b>Corporate HR MIS and Plant HR MIS</b>
<b>Statutory compliances &amp; Audits</b>	<b>PMS To Increment</b>
<b>Canteen Management</b>	<b>Security Management</b>
<b>Transportation Management</b>	<b>Maintaining Government Register</b>
<b>Medical Checkup</b>	<b>Manpower Planning &amp; Handling</b>
<b>Preparing &amp; Distributing Long Service Awards</b>	<b>Distribution of Birthday &amp; Marriage Gift</b>

## ACHIEVEMENTS:

- Successfully peppered and implemented systematic process for day-to-day HR and General Administration activities in Troikaa Pharmaceuticals Ltd. – Pharmaceutical's plant. Total manpower strength 700 nos. and new recruitments continues for new Injectable plant.
- Successfully implemented HR & Admin policies and procedures.
- Successfully managed statutory compliances process, Audits- in Troikaa pharma.
- Successfully handled Contract Workers Management – All Activity
- Orange Payroll Software policy making and handling Joining to exit Formality in software.
- Employee Engagement Activity.
- Sop's Related work in Troikaa Pharma company.

## Currently Working as Sr. Executive – HR & Admin

**ART Fertility Clinics (Global Fertility Solutions Pvt Ltd) From 07/05/2021 to till date.**  
**(IVF at Abu Dhabi, Delhi, Mumbai, Hyderabad, Gurugram, Chennai and Ahmedabad)**

### Job Responsibilities: - Personnel & Administration, HR- Generalist profile

#### HR :

- Recruitment and Joining formalities of new joiners, Induction and plant visit of new joiners, Employee master updating, ID card data preparing and coordination for ID Cards, biometric registration management, Confirmation process, to explain new joining staff and workers about company's policies / SOP's, Coordination doctor's visit for medical checkup coordination, Employee's confirmation process, Employees relieving process and F & F settlement, Bank Account Opening, & Other Activity.
- Daily workforce allocation for contract workers - Department wise section wise as per requirement.

#### Payroll Management:

- **Staff and Contract workers Payroll management** – Attendance, Leave, OD, C/Off, Missed punch, c/off, deductions – Advance, Loan and other deduction as per rules and regulations.
- **Labor contractors bill verifying** – Attendance, Wages, Overtime, PF (Challan, ECR, Bank payment receipt) ESIC, PT, LWF, Bonus, Incentive, leave encashment, Bank transfer and other statutory registers / forms verifying.
- **Labor contractors bill payment process verifying:** Verify all supported documents, approval authority signature, Service order entry, and payment processing, and follow-up related payment of contractors and vendors. Monthly compliances record checking and monitoring.
- **Staff Joining Formality:** - Sops Training, Induction, Company Policy To guide, All HR Related Software Given Training (Spine HR, Orange, OT Software, Post Software, Visitor Management Software, L&D Software, Stationary Software)
- Grievances Handling.
- Government Register Maintain & Prepared
- Contract Labor Audit of Government Register.

#### General Administration and Welfare facilities management:

- **Transportation** – Route wise vehicle, Vehicle type, Shift wise vehicle, K.M monitoring, Route wise staff data etc
- **Canteen** - Timing, canteen menu, nos. of persons monitoring, canteen cleaning, Visitors and guest data etc
- **Security** – Checking security manpower report, registers checking related to Security main gate, Security duty, Security punch report observation etc.
- **Marriage Gift & Birthday Gift**
- **Long Service Award**
- **Covid – 19 Protocol**
- **Administrative Activity.**
- **Vendor Management**
- **Medical Checkup**
- **HK and Pest Control**

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## **Worked as Executive – HR & Admin (Generalist profile)**

**Troikaa Pharmaceuticals Limited -From 26/10/17 to 06/05/21. (3.7)**

**(Manufacturing: Tablets, Gel and Injections Pain management)**

**Working as Executive - Plant HR & Administration activities, reporting to Head HR.**



### **Job Responsibilities: - Personnel & Administration, HR- Generalist profile plant level**

#### **HR :**

- Joining formalities of new joiners, Induction and plant visit of new joiners, Employee master updating, ID card data preparing and coordination for ID Cards, biometric registration management, Confirmation process to explain new joining staff and workers about company's policies / SOP's, Coordination doctor's visit for medical checkup coordination, Employee's confirmation process, Employees relieving process and F & F settlement, Bank Account Opening, & Other Activity.
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- Government Register Maintain & Prepared
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- **Transportation** – Route wise vehicle, Vehicle type, Shift wise vehicle, K.M monitoring, Route wise staff data etc
- **Canteen** - Timing, canteen Menu, nos. of persons monitoring, canteen cleaning, Visitors, and guest data etc.
- **Scrap Management, Housekeeping and Pest Control.**
- **Security** – Checking security manpower report, registers checking related to Security main gate, Security duty, Security punch report observation etc.
- **Marriage Gift & Birthday Gift**
- **Long Service Award**
- **Covid – 19 Protocol**
- **Administrative Activity.**
- **Vendor Management**
- **Medical Checkup**
- **Training & Development:**
- SOPs and cGMP Training, External Training.

## **Worked as Operations**

**Zydus Hospital From – 01/06/15 to 15/10/17. (2 Years 4 Months)**

### **Job Responsibilities: - Operations – General Administrations profile**

- **Responsible for Time office and General Administration work and MIS reports, Budget & corporate level**

**HR:** Responsible Accommodation of Staff and new Joined.

- Monitoring proper Cleanliness.
- Monitoring with handling of Linen room.
- Transportation, Canteen, Transportation & Security Guard Management.
- facilities management, drinking water facilities, Courier, Uniform, ID Cards, Visiting Cards, Company hired accommodation, Guest management, Arranging employee's family visit to plant, pest control etc. MIS reports.
- Serve as a liaison among governing boards, medical staff, and department managers.
- Organize, control, and coordinate services as per the hospital board regulations.
- Perform all duties within Staff regulations.
- Oversee the development and implementation of programs and policies for patient services, quality assurance, public relations, and department activities.
- Evaluate personnel and prepare daily reports.
- Practice financial acumen in managing budgets.
- Authorize admissions/treatment as per agreed protocols.
- Ensure that stock levels are adequate, and orders are made on time.
- Communicate medical results to patients under clinical supervision.
- Sterilize instruments in accordance with OSHA requirements.
- Complete timely and accurate documentation of patient visits.

**Time Office:**

- Managing employees / attendance, deductions, Loan and advance, Canteen and salary inputs on time.
- Responsible for timely payroll processing as per corporate guidelines.
- Leave management (CL, SL, EL and Short Leave) and C off record.
- Preparing yearly bonus, LTA and Leave enactment data for payment process.
- Preparing exit employees / OET's service certificate and relieving letter and timely settlement of Full & Final.

**Statutory Compliances:**

**Legal** - BOCW, Factory License, PF Registration, LWF Registration, Etc.

Company Policy Making

As per Government Register Preparing & Maintaining

**Supervision of Contract Workers Related:**

- Agreement and labor license, Attendance award, Bonus, PF, Wages, and deductions and other statutory compliances related documents.
- Short-out the grievance of the employees and motivate them to perform extra ordinary.
- Worker Related Engagement Activity.

## Worked as Sr. Officer – Administration

**Sterling Hospital From – 04/07/11 to 29/05/15. (3 Years 10 Months)**

### HRM:

- Recruitment & Selection process staff and contract workers (workers, ITI, Diploma, B.E., and Experienced).
- Responsible for explaining salary structure to offered candidates and issue offer letter and salary structure.
- Responsible for complete joining formalities of Staff and contract workers.
- Responsible for biometric attendance system – Add, Edit and delete.
- Responsible for GPA data, register same day of joining and left last working day of employee.
- To coordination induction and plant visit of new joined staff and workers.
- To explain company HR policy and dos and don'ts.
- Responsible for issue offer letter, confirmation letter, company uniform and safety items.

### Time Office:




- Responsible for managing attendance, Salary, Bonus, LTA, F & F and MIS Data.
- Responsible for employees exit and reliving process and timely full and final settlement.

### Administration:

- Checking vendor's bill and processing timely payment.
- Monitoring company's and contractor's compliances data.

### Supervision of General Administration Facilities:

- Security, Staff bus, Canteen, drinking water, housekeeping, locker management, first aid medicines purchasing, pest control, ID cards, Uniform, Visiting Card, and other activities.
- Responsible for preparing training and maintaining records.
- Arranging employee's family visit at plant, Festival's celebration with employees.

<b>Education</b>			
<b>Education</b>	<b>Passing year</b>	<b>University / Board</b>	<b>CGPA</b>
PGDHR	2022	 <b>BAOU</b> Education for All   <b>Dr. Babasaheb Ambedkar Open University</b> (Established by Government of Gujarat)	Running
TYBA	March 2008	 <b>MAHARAJA KRISHNAKUMARSINHIJI BHAVNAGAR UNIVERSITY</b> Bhavnagar University	Second Class
Hotel and Hospitality Management	2008	 <b>Gujarat Institute Of Hotel Management</b> Baroda	NA
Hotel Management	2008	 <b>GUJARAT 2011</b> The Global Business Hub   5 <sup>th</sup> Global Summit Bhavnagar	NA
Diploma in Computer Applications	2006	 <b>VASHISHTHA Career Institute</b> IT-JEE   NEET   Foundation Bhavnagar	A'Grade

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### **HR DEPARTMENT SOFTWARE & IT Skill:**

Adrenalin Max- Payroll
Spine HR – Payroll
Orange – TMS To Payroll
OT & Vehicle Management Software
Power Point
Word
Excel – Formula, Vlookup, Hlookup, Pivot Table
Mail Marge

Personal Information	
Name	Sharad Lakum
Mail Id	<a href="mailto:Sharadlakum1987@gmail.com">Sharadlakum1987@gmail.com</a>
Mobile No	09727536069
Date of Birth	25/12/1987
Marital Status	Married
Nationality	Indian
Language Known	Gujarati, Hindi and English
Professional Reference	Can be provided if required

### **DECLARATION:**

I hereby confirm that the information provided by me is true to the best of my knowledge and belief.

Thanks & Regards,

Sharad Lakum  
MO.9727536069