



## SACHINDRA KUMAR

### Address:

298 A, Flat No.-104, Ground Floor, Sector  
- 4, Vaishali, Ghaziabad,  
Uttar Pradesh - 201014

**Mobile:** - +91-9716572367

**E-mail:** sachindrakumar99@gmail.com

## SKILLS

- ❖ *Recruitment & Selections*
- ❖ *Inductions & Orientation*
- ❖ *Training & Development*
- ❖ *Policy Administration*
- ❖ *SOP's Administration*
- ❖ *Talent Management*
- ❖ *Performance Management*  
  
(JD, KRA, KPI & Goal  
Setting)
- ❖ *ESS*
- ❖ *Employee Engagement*
- ❖ *Compensation & Benefits*

## EXECUTIVE SUMMARY

A dynamic Human Resource Professional with over 12 years of experience, as **Senior Manager - Human Resource** and taking care of entire gamut of human resource functions right from the **Manpower Planning, Recruitment & Selection, Induction & Orientation, Policies Administration, SOP's Administration, Talent Management, Performance Management System, Employee Engagement, Compensation & Benefits Administration, Payroll & Statutory Compliance** and other HR and related activities.

## WORK EXPERIENCE

Worked with Delhi Waste Management Ltd. (SPML Group) as an **Executive - Human Resource**.

**Duration: (1.8 Years)**

Worked with AKS IT Services Pvt. Ltd. as an **Executive - Human Resource**.

**Duration: (8 Months)**

Worked with Jaypee Greens Golf & Spa Resort as an **Executive- Human Resource**. Jaypee Greens Golf & Spa Resort is a five-star deluxe luxury hotel with Golf Course & Sports Complex attached to it.

**Duration: (2.8 Years)**

Worked with ITC Classic Golf & Country Club (Hotel Division) as an **Officer in Charge-Human Resource**.

ITC Classic Golf & Country Club is South Asia's first ever 27-holes Signature Golf Course designed by the legendary 'Golden Bear' Jack Nicklaus, which well supported with ITC Grand Bharat - A Luxury Collection Retreat.

**Duration: (5.6 Years)**

Worked with Rosmerta Technologies Limited as **Senior Manager-Human Resource**.

**Duration: (1.3 Years)**

Worked with New Delhi Centre for Sight Limited as **Senior Manager-Human Resource**.

**Duration: (9 Months)**

### Roles & Responsibilities:

#### Statutory Compliances & Audits:

- Ensuring the compliance under **SHOP/Factory Acts**, and maintaining the registers as applicable.
- Timely submission of returns on monthly, quarterly and annual basis as applicable i.e **ESIC, PF, LWF, Bonus, Gratuity, CLRA, Payment of Wages, Minimum Wages, Maternity Benefit, POSH Acts**.
- **Reviewing existing policies, modifying and designing policies aligned with business needs & Employee Welfare.**
- Renewal of **RC's** and **contractor labour** license
- Ensuring compliances as applicable are in place.
- Taking care of internal, secretarial & external audits.
- Responsible for the liaisoning with authorities.

## ❖ *Statutory & Legal*

### *Compliance*

## ❖ *Organizational*

### *Development*

## ❖ *HR MIS*

## ❖ *Employee Relations &*

### *Grievances*

## ❖ *Pre & Post Employee*

### *Joining formalities*

## ❖ *Full & Final Settlement*

## ❖ *Exit Interviews*

## **TECHNICAL SKILLS**

### ➤ *SAP- HR*

### ➤ *Alif*

### ➤ *Star Software*

### ➤ *Prism*

### ➤ *IDS*

### ➤ *Ramco*

### ➤ *Ascent*

### ➤ *MS- Office, Excel & PowerPoint*

- Taking care of pre-employment joining formalities like **pre-employment medical check-up, back ground verification** etc.
- Explain about the training and probationary period and protocols like Notice Period.
- Discuss about employee benefits and facilities according to the role and place.
- Generating offer letters, and appointment letters to the selected candidates.
- Support new joiners in completing the new joiner formalities by collecting all required information and coordinating with bank representatives for initiating a salary account.

### **Training & Development:**

- Competency analyses of the employees.
- Preparing the training budgets.
- Identify the training needs for the employees at different levels.
- Conducting the training for employees.
- Coordinating with the managers and head of departments to ensuring the necessary training are given to them with their team members.
- Identify and plan for the present and future training needs.
- Negotiate and plan training strategies with external providers.
- Develop training solutions to ensure employee and organization productivity.
- Oversee the cost-effectiveness of training.
- Assess the effectiveness of training design and delivery methods.
- Monitor industry trends.
- Scheduling & delivering trainings on various topics i.e. **POSH** etc.

### **Performance Management System:**

- Responsible for performance management of the employees through half yearly and yearly appraisal system
- Responsible for formulation & implementation of annual increments, incentive and other remuneration process & policies.
- Managing Appraisal process across the levels linked to reward management and career growth.
- Implementing a framework for the annual budgeting and increment exercise to establish a structured reward and recognition framework.

### **Salary & Compensation:**

- Managing the Manpower Budget, Salary Structures, Annual Increment Cycle and Incentive Plans and Performance bonus.
- Salaries processing through company's software and simultaneously in ms excel.

### **Employee Welfare:**

- Ensuring prompt resolution of employee grievance & maintaining cordial employee relations.
- Organizing various employee engagement activities like sports, festivals, functions, and various events and other awareness programs, aimed at enhancing the sense of bonding and cohesion amongst the employees.
- Motivating employees & Instituting measures for reducing absenteeism and employee turnover.

## PERSONAL TRAITS

✓ *Good Communications*

### *Skills*

✓ *Positive Attitude*

✓ *Quick Learner*

✓ *Team Player*

✓ *Leadership Skills*

### HR Database Administration:

- Create organization chart updates triggered due to promotions, exits, lateral movements, etc. in company's software and updating the employee master data.
- Manage employee's master data' leave records; service data and report on aggregate data.

### Other Responsibilities:

- Involved in the rollout of new HR initiatives like Star of the Month, Achievement Awards, etc.
- Attendance management, Leave Management.
- Tracking attendance, Maintaining Individuals files.

## EDUCATIONAL SUMMARY

| Institute / University   | Course                  | Year     |
|--|-------------------------|----------|
| Forte Institute of Technology, Meerut<br>(Affiliated to Dr. A.P.J Abdul Kalam Technical University, LUCKNOW) | MBA<br>(Human Resource) | 2009 -11 |
| C.C.S. University, Meerut  | Bachelor of Science     | 2003 -06 |

## PERSONAL DETAILS

|                   |  |
|-------------------|--|
| Date of Birth     | July 5, 1985   |
| Father's Name     | Mr. Charan Singh   |
| Gender            | Male   |
| Marital Status    | Married  |
| Permanent Address | B-32, F6, First Floor, Akshardham Extension, Modipuram, Meerut, Uttar Pradesh-250110 |

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