



## EXECUTIVE SUMMARY

A dynamic Human Resource Professional with over 12 years of experience and responsible of entire gamut of human resource functions right from the recruitment till the separation take place like **Manpower Planning, Recruitment & Selection, Induction & Orientation, Policies Administration, SOP's Administration, Talent Management, Performance Management System, Employee Engagement, Compensation & Benefits Administration, Payroll & Statutory Compliance, Exit management** and other HR and related activities.

## SACHINDRA KUMAR

### Address:

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## SKILLS

- ❖ **Recruitment & Selections**
- ❖ **Inductions & Orientation**
- ❖ **Training & Development**
- ❖ **Policy Administration**
- ❖ **SOP's Administration**
- ❖ **Talent Management**
- ❖ **Succession Planning**
- ❖ **Performance Management**

**(JD, KRA, KPI & Goal**

**Setting)**

❖ **ESS**

❖ **Employee Engagement**

❖ **Compensation & Benefits**

**Administration**

## WORK EXPERIENCE

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

**Duration: Feb' 2011 - Oct' 2012.**

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

**Duration: Nov' 2012 - June 2013.**

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

**Duration: July' 2013 - March 2016.**

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 from ITC Hotels.

**Duration: June' 2016 - Dec' 2021**

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

**Duration: Jan' 2022 - Mar 2023**

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

**Duration: May' 2023 - Jan' 2024**

### 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, CLRA, Payment of Wages, Minimum Wages, Maternity Benefit, POSH Acts**.
- Reviewing existing policies, modifying and designing polices 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*

## ❖ ***Exit Management***

## **TECHNICAL SKILLS**

➤ *SAP- HR*

➤ *Prism*

➤ *IDS*

➤ *Ramco*

➤ *Ascent*

➤ *Keka*

➤ *MS- Office, Excel &*

*PowerPoint*

## **Recruitment and Selection:**

- Preparing Job description in consultation with HOD's / reporting managers and arranging the profiles through references, internal or though external sources.
- Contacting candidates and scheduling interviews; gathering feedback post interview and follow-up as required.
- Individually explain about the job roles and responsibilities to the shortlisted candidates.
- Explain about the place of work and salary package, which applies to the role and answer any immediate questions.
- 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.
- Ensuring issuance of Offer letter, appointment letter & confirmation letter to all concerned timely.

## **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 HOD's & Managers 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.
- 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.

## **PERSONAL TRAITS**

- ✓ **Good Communications Skills**
- ✓ **Positive Attitude**
- ✓ **Quick Learner**
- ✓ **Team Player**
- ✓ **Leadership Skills**

### **HR Database Administration:**

- Updating 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.

### **DEI:**

- Developing and implementing DEI strategy
- Employee engagement and feedback mechanisms
- Providing training on different cultural perspectives to foster understanding and collaboration across diverse teams.
- Ensuring senior leadership actively champions DEI initiatives and holds teams accountable for achieving DEI goals
- Implementing policies and practices to ensure employees with disabilities have equal access to opportunities and support.
- Providing training on different cultural perspectives to foster understanding and collaboration across diverse teams.

### **Other Responsibilities:**

- Initiating various HR initiatives like Star of the Month, Achievement Awards, Town Halls, Birthday & Festival Celebration.
- Preparing HR Presentation and HR Dashboards to monitor budgeting, costing & other HR progress and agenda.
- Grievance handling, succession planning.

## **EDUCATIONAL SUMMARY**

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

## **PERSONAL DETAILS**

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

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