



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*
- ❖ *Succession Planning*
- ❖ *Performance Management*
(JD, KRA, KPI & Goal
Setting)
- ❖ *ESS*
- ❖ *Employee Engagement*
- ❖ *Compensation & Benefits*
Administration

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.

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 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

❖ *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 through 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

Institute / University	Course	Year
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

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
