

AMIT KUMAR TIWARI



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OBEJECTIVE

To be part of a progressive and dynamic organization, to be able to utilize my knowledge and skills in team environment contributing to the successful achievement of corporate goals and personnel objectives.

INTRODUCTION OF PROFESSIONAL EXPERIENCE

MBA in HR/Industrial Relations with 11+ Years' Experience in HR/IR/Administration Department. In my professional carrier, Handling All HR & IR/Administration Work for Indian Employee, Foreign Employee & Company. I have good knowledge about HR, IR and Administration Work in Construction Company, Corporate Company, Production Industry, Software Company & Manufacturing Industry.

Working with MoShine Electronics Pvt. Ltd. As Manager – HR / IR / Administration, Noida from September' 2019.

MoShine Electronics Private Limited is a Mobile Camera Modules Manufacturing Industry. This is new startup company in India. Foxconn India, Transsion, MCM and Lava International is customers of this company.

Worked with Anrick Electronics (India) Pvt. Ltd. As Assistant Manager – HR / IR / Administration, Noida from March' 2019 to September 2019.

Anrick Electronics (India) Private Limited is a China Based company of PCB & FPCB Manufacturing Industry.

Worked with Mickeyfone Technologies (India) Pvt. Ltd. As Senior Executive - HR & Administration, Noida from March' 2017 to March 2019.

Mickeyfone Technologies (India) Private Limited is a Packaging Boxes, blister packaging for mobile phone, Die-Cut - Labels, Stickers, Films, Injection Molding Manufacturing Industry.

Worked with Marg Compusoft Pvt. Ltd. As Administration Executive, New Delhi from March' 2016 to February' 2017.

Marg Compusoft Pvt. Ltd. is a private company. It is involved in software Publishing, Consultancy and Supply is specialist in providing solutions for the Pharmaceutical Industry, Customized software solutions & IT services

Worked with Pratibha Industries Ltd. As Asst. Admin–Administration, New Delhi from November' 2013 to February' 2016.

Pratibha Industries Limited is a part of an established Multi-Product, Multi-Division Group which has interests in a well-diversified portfolio of manufacturing, Infrastructure and service sector activities. Pratibha Industries Limited is an independent Infrastructure company.

Worked with Unibuild Associate Pvt. Ltd. As Asst. Executive–Administration, Delhi from March'2012 to November'2013.

Unibuild Associates Pvt. Ltd. stands for a Contracting Company capable of undertaking mega multifarious Construction Projects especially Residential, Commercial and Industrial Buildings, HVAC, Elevators, Escalators, Roads and Bridges

➤ Human Resource

1. Recruitment & Talent Acquisition: -

- a. End-to-end ownership of employee life cycle, succession pipeline.
- b. Managing manpower count and initiating hiring on the bases of the manpower approval
- c. Leading the talent acquisition activities including defining and implementing strategies to attract, hire, and retain top talent across the company.
- d. Support the development and sustained implementation of leading practices to continually increase the number, speed and quality of hires
- e. Complete the onboarding of employees including background checks
- f. Responsible for analyzing gaps in man power requirement and initiating process for recruitment post approvals and by maintaining 30 days TAT till onboarding.
- g. Coordinate with verticals and arrange interviews as per the Hiring process of the company. Conduct competency based assessment of the candidate.

2. Payroll Processing: -

- a. Preparation of error free monthly Payroll and reconciled with HR Data Base
- b. Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
- c. Full Final Settlements along with Gratuity and PF Settlement Attendance Leave Management
- d. Attendance calculation as per organizational policy and preparation of pay days exporting attendance through biometric (wherever available), compiling rosters (as applicable)
- e. Maintaining leave balances as per prevalent leave policy, Leave Encashment processing

3. Query Resolution: -

- a. Resolving the Queries of employees regarding Investment Declaration, proofs TDS and issues related to PF Gratuity withdrawal and Transfer.
- b. Provides payroll information by answering questions and requests.
- c. Maintains payroll guidelines by writing and updating policies and procedures.
- d. Maintains employee confidence and protects payroll operations by keeping information confidential.

4. Data Base Management: -

- a. Maintenance of Employee Master database and regular updation
- b. Maintain Exit trackers, New Joinee trackers etc.

5. Employee Relationship Management: -

- a. Effectively work with managers to resolve employee relations issues as they arise
- b. Meet (or video conference) with employees globally periodically to check on employee satisfaction, capture and report specific issues and/or concerns
- c. Create metrics on employee surveys and feedback. Develop and execute the action plan.

6. Employee Engagement & Organization Development: -

- a. Ensuring timely updation of Organogram, Design of engagement & wellness campaigns for employees.
- b. Communication of goal-settings with employees through one-on-ones so that each employee knows his/her KRAs for the year, Designing KRAs. conducting performance appraisal workshops.
- c. Defining workflows/approval paths for existing manpower. Handling grievances.
- d. Freezing JDs on the basis of new employments, transfers and job rotations.
- e. Responsible for complete accuracy and validation of all MISs & reports.

7. Compliance: -

- a. Taking care of all statutory compliances including PF, ESI, S & E, Labour Welfare Fund, etc.
- b. Liaisoning & Coordination with Labor Office, PF, ESIC, Health, Safety, Electricity Board, Pollution Department, Fire Officers, FRRO Officer, Jal Board (Delhi/Delhi NCR), police department and all Indian government/Private department if need to company.
- c. To prepare monthly data base for the purpose of PF and ESIC yearly/ monthly returns.
- d. Submitting all applicable half yearly and yearly returns, applicable under various Labour statutes i.e. CLRA, Bonus, Maternity, Payment of Wages, Minimum Wages and other applicable Acts.

8. People Operations: -

- a. Issuing Offer letters, Appointment letters, Transfers letters, Confirmation letters, Increment letters etc.
- b. Analyzing training needs and designing Training Calendar for existing work force.
- c. Conducting Training Programmes for New Entrants.
- d. Organizing, managing & evaluating the Induction Program for New Entrants.
- e. Own all people operations processes including performance review cycles, employee engagement, compensation reviews and planning, payroll and benefits administration,
- f. Design and implement the requisite processes, and tools; Ensure processes, HR processes scale, at par with organisational scale.

9. Culture: -

- a. Settle up the cultural tone of the company with outcome focused policies, regular communications, openness, confrontations etc.

10. Learning & Development: -

- a. Develop and execute all learning and development initiatives and help drive a high-performance, high-growth mindset that focuses on career development and growth.

11. Business Partnering: -

- a. Act as HR business partner, for company leadership across engineering, product, sales, operations & support to develop and lead an effective people strategy.
- b. Responsible for driving systemic and tactical organisational initiatives aligning with business needs and organisation priorities.

12. Performance Management: -

- a. Administer compensation, employee benefits and performance management programs
- b. Ensure timely setup of performance goals
- c. Ensure that the performance reviews are executed twice a year
- d. Provide performance reviews results summary to senior management e.g. top performers etc.
- e. Manage the employee competencies in the HR system (current and desired)

➤ Industrial relations

- Negotiating collective bargaining deals between union and management
- Developing labor policies, Handling grievance procedures
- Managing dispute resolution involving unions, management, employees or government agencies, etc.
- Heading monthly labor management meetings

➤ Office Administration and General Administration

- Maintenance of relevant registers (In-Bond, Out-Bond, visitor, attendance, employee movement register etc.)
- Facility/Infrastructure Management and Purchase / Stationery management
- Handling All visa related work for India and out of India.
- Event Management & Client Visit and Customer Relationship
- Travel, Transport, Cafeteria, Pantry and Corporate Guest House Management (Domestic & International)
- Issuing of employee: ID, Access Card, Mobile Phone, Landline Connection, Laptops and maintaining the data base for it Make sitting plan for existing and new comers in coordination with HR Monthly expenditure reports for all Facilities and Administrative costs. Managing in house Seminars, residential training, managing annual celebration.
- Security & Safety Management:
- Scrap Management
- Logistics Management (Domestic & International)
- Warehouse Management
- Prepare the document for BG (Bank Guarantee), LC (Letter of Credit), Request letter for the issuance of FIRC, Inward remittance
- Vendor Management
- Handling Employee Medical Policy, Company Fire Insurance, Burglary Insurance, All Company Assets AMC.

EDUCATIONAL PROFILE

➤ Professional Qualification:

Course : MBA (HR)

Name of the University: Himalayan University

Year of Passing: 2016

➤ Academic Qualification:

Course: BCA

Name of the Institution: IIMT College of Management Greater Noida.

Name of the University: Ch. Charan Singh University, Meerut

Year of Passing: 2012

➤ Pre-University

Course	Board	Class	Percentage
Higher Secondary	B.S.E.B, Patna	SC	58.00
Senior Secondary	B.S.E.B, Patna	FC	61.25

Skills & Competencies:

- Highly motivated & self-Driven
- Records maintenance skills.
- Ability to analyze and solve problems.
- Readiness to face challenges & willingness to learn
- A good communication and strong team player
- Decision making abilities & strong believer in work
- Knowledge of administrative policies and procedures & human resources administration principles and practices.

Hobbies:

- Listening to music & Net surfing

PERSONAL DETAILS

Father's Name : Akhileshwar Tiwari

Date of Birth : 05 Dec 1992

Marital Status : Married

Language Known : English & Hindi

Current Location : Delhi

Preferred Location : Open to anywhere in India & Abroad

(AMIT KUMAR TIWARI)