

# Curriculum Vitae

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## Abhishek Sinha

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## PROFESSIONAL SYNOPSIS

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- An enthusiastic and result oriented with qualitative experience in HR Executive. Providing guidance on the human resources function to promote new thinking and innovative solutions to the most critical HR Challenges. Offering extensive knowledge and experience in new business unit start-ups, mergers and acquisitions, cultural realignment, proactive labor relations, communication and process improvement solutions. An effective communicator and team player with honed analytical problem solving and organizational abilities towards the growth and development of the organization.

## Areas of Exposure

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- Recruitment (End to End)
- Payroll and Legal compliances
- Policy Formulation
- HR Operation.
- Administration.
- Grievance Handling.
- Disciplinary
- Performance Management.
- On Boarding
- Employee Engagement.
- Training & Development.
- Exit Interview

## PRESENT JOB PROFILE

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**Company** : **Madhu India Deco Limited.**

*The company has been redefining the concept of interior design through its focus on window coverings and floor coverings.*

- **Work Place** : Ataria (Lucknow)
- **Designation** : HR Head
- **Period** : From 04-Nov-2024 to till date
- **Responsibilities** :
  - Handling HR Dept of Company.
  - Maintaining HR records, Factory Act Related Document (From 12 , From 14 , Leave Register, PF Challan, ESIC Challan and other Document)
  - Renewal time to time all licence (Pollution, Boiler, Metrology, Fire NOC, NOC from Environment Department etc.
  - Communicating and explaining the organization's HR policies to the employees.
  - Office Time Management, MIS, HR Audit, assist team to implementing the training calendar for new hires.
  - Working on HRIS to automate core HR Processes to support benefits administration, time attendance, payroll, and other workflows.
  - Working with recruitment agencies to source for candidates for specific job positions.
  - Payroll input activities (Salary, Increment, Transfers, Bonus, follow Minimum Wages, Legal entity transfers, Benefits and Compensation changes etc.
  - Follow up of confirmation records statutory obligations - PF, ESIC, Gratuity, EL, CL, ML and Bonus
  - etc.
  - Maintaining HR records, such as those related to compensation, health and medical insurance and ensuring timely renewal.

## ***PAST JOB PROFILE***

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**Company** : ***VGS Tradeventure Pvt Ltd.***

*(Business Partner Proctor & Gamble, Gillette and PepsiCo Food Div (Uncle Chips, Lays & Kurkure) in East U.P. Having its Head Office at Varanasi and having 32 Branches and 3 HUB's with good turnover of approx. 500 Crore per year with approx. 1200+ employees)*

➤ **Work Place** : ***Varanasi (Head Office)***

➤ **Designation** : ***Hub DHRE (Hub HR Manager)***

➤ **Period** : ***From Sep-2015 to 19 Oct 2024***

➤ **Responsibilities** :

- *Handling HR Dept of Company.*
- *Reporting Directly DHRE*
- *Owner of 32 Branches in East UP.*
- *Handles Executive Reporting requirements of Distributor by liaising between Company, Distributor, Sales Team and Backroom Staff*
- *Performs Site specific Data Analysis for Company, Provide Business Analysis reports to the right person at right time.*
- *Follow the Minimum Wages Act as per Shops and Establishment Act.*
- *Follow the process of Provident Fund, Employee State Insurance Corp*
- *Follow the process of Payment of Bonus, Equal Remuneration Act*
- *Maintain & display List of Holidays in the Organisation.*
- *Maintenance of Register as per above enactments (Eg: Service Register, Wages Bonus, Muster Rolls, weekly off, PF, ESI...)*
- *Responsible for Filling of Returns/Submission to authorities as applicable.*
- *Responsible for timely and accurate administration of Monthly Pay.*
- *Responsible for timely and accurate administration of the rewards and recognition program in the Organisation*
- *Responsible for timely completion of all separation formalities- exit interview, clearance of dues etc.*
- *HR Performance Payroll (Salary Input), MIS, Database for on roll Employee / Exit Employee, Attendance & Leave Management, HR audits, FFS Input.*
- *On roll Employee Database and attendance & Leave: - Ensure and maintained employee database. Update all employees' related information in system. Monitor monthly attendance & leave for on roll employee as well as contract labours. HR Policy, PMS, Mediclaim's and HR related activities: Ensure effective and 100% Implementation of HR Polices, Ensure timely provide Mediclaim, Insurance Policies related inputs policy renewals etc.*
- *MIS, Time office & statutory compliance.*

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**2 Company** : ***VGS Tradeventures Pvt.Ltd..***

➤ **Work Place** : ***Shahganj***

➤ **Designation** : ***Branch In charge***

➤ **Period** : ***From Nov-2013 to Aug-2015***

➤ **Responsibilities** :

- *Handling All Dept Manpower in Branch Level. (Finance, Logistics, System)*
  - 1- **Finance Dept-** *Handling all Cash Done Banking check all outstanding in market fill daily finance report & send to HQ*
  - 2- **Logistics Dept-** *Handling full Logistics Manpower, arranges van for supply done IRA on daily basis responsible for supply & Logistics report.*
  - 3- **System Dept-** *Handling all system report (Collection, Inventory, DFR, AR)..*

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**3 Company** : ***Duro Pipe Industries Pvt. Ltd.***

**Work Place** : ***Varanasi***

**Designation** : *Asst HR & Admin*

**Period** : *From Nov-11 to June-13*

**Responsibilities** :

- *Maintaining HR records, Fact Act Related Document (From 12, from 14, and other Documents)*
- *Working on budgeted verses actual manpower and closing the same as per budgeted manpower costing.*
- *Maintaining HR records, Pf Challan, Esic Challan*
- *Communicating and explaining the organization's HR policies to the employees*
- *Process Development, Improvement & Policy Implementation/revision post management approval.*
- *Working with recruitment agencies to source for candidates for specific job positions.*
- *Other HR functionalities-Issuing Offer letters, Appointment Letter, Appreciation Letter, Promotion Letter, So Cause Letter, Warring Letter & Termination Letter.*
- *Follow up of confirmation records statutory obligations - PF, ESIC, Gratuity, LTA, EL, CL, ML and Bonus etc.*

**4 Company** : *VGS Agencies.*

➤ **Work Place** : *Azamgarh*

➤ **Designation** : *System Executive*

➤ **Period** : *From Oct-2009 to Oct-2011*

➤ **Responsibilities** :

- *Handling System Dept in Branch Level.*
- *Reporting Directly System Admin & Assist System Admin*
- *Handles Executive Reporting requirements of Distributor by liaising between Company, Distributor, Sales Team and Backroom Staff*
- *Performs Site specific Data Analysis for Company, Provide Business Analysis reports to the right person at right time*
- *Owner of all Tools and Master Data like Customer Master, Customer Class Master, Product Master, Seller Mapping Master, Rishta Tool, RPS Tool, DSR Tool, COH Tool*
- *Responsible for SQL Database Maintenance.*
- *Responsible for O2 Database Maintenance.*

## ***SKILL SETS***

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### ***Technical Software:***

- ***Operating System Knowledge:*** *DOS & Window 98/Me/NT/2000/XP/2007*
- ***D. T. P.:*** *Ms-office, Photoshop, CorelDraw 11 & PageMaker*
- ***Typing Language :*** *Hindi & English*
- ***Internet Knowledge:*** *Fully familiar with Internet Access & Net Surfing*

## ***EXTRA CURRICULAR ACTIVITIES/ACHIEVEMENTS***

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- *Completed DTP Computer Course- 6 months from **UMA Electronic Institute Varanasi.***
- *HR Certificate Course - 6 Month Certificate Course from IGNOU in 2007.*
- *English Typing Knowledge **Speed-35 words per min***
- *Hindi Typing Knowledge **Speed-25 words per min***
- *Awarded in various Cultural Activities at **college and school level***
- *Captain in Marshal Art, Varanasi*
- *Won the Red One Belt in Marshal Art, Varanasi*

## ***EDUCATIONAL QUALIFICATIONS***

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- *High School from UP Board in 2004*

- *Intermediate from U.P. Board in 2006*
- *Graduation (B.C.A) from Intellectual Institute of Management & Technology 2012*

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## ***AREAS OF INTEREST***

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- *Team Building, Motivation, Electronics Instrumentation, Artificial Intelligence, and Leader-ship development skills.*

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## ***HOBBIES/SPARE TIME ACTIVITIES***

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- *Listening to Music, Love interacting with new people, Creating New Achievement and Helping others etc.*

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## ***PERSONALITY TRAITS***

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- *Hard working, Self Confidence, Positive Attitude, Better time management capability, will work effectively in a group as well as an individual and good communications skill Creative new Idea.*

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## ***PERSONAL PROFILE***

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- ***Date of Birth*** : *03<sup>rd</sup> March 1990*
- ***Sex*** : *Male*
- ***Father's Name*** : *Mr. Krishna Kumar Sinha*
- ***Nationality*** : *Indian*
- ***Religion*** : *Hindu*
- ***Languages known*** : *English, Hindi*
- ***Marital status*** : *Married*

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## ***COMMUNICATION INFORMATION***

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- ***Permanent Address*** : *Abhishek Sinha*  
*S/O Krishna Kumar Sinha*  
*Chandua Chhittupur Sagra,*  
*Distt- Varanasi Uttar Pradesh, India*

***Date:***

***Place:***

***(Abhishek Sinha)***