



Sushant Kumar

Senior Executive Human Resources

Profile

Result-oriented HR professional with over 6 years of experience in Time Office operations, Payroll Management, and Personnel Management. Currently serving as a Senior Executive HR at Trident Realty, I have a proven track record in managing attendance, payroll, and compliance matters while ensuring adherence to organizational policies. Adept at leading teams to achieve project goals and enhance employee engagement through effective industrial relations.

CORE COMPETENCIES

- Personnel Management
 - Payroll Management
 - Leave Management
 - HRIS Management
 - HR Metrics and Analytics
 - HR Strategy and Policy Development
- Industrial Relations
 - Workplace Culture and Diversity
 - Employee Welfare Activities
 - Compensation and Benefits
- Billing and Administration
 - Purchase Requisitions & Purchase Orders
 - Invoice and Vendor Management
 - Staff Travel, Hotel Bills & Reimbursement Handling
- Software Proficiency
 - SAP
 - Star Link
 - CATS
 - Zing-HR

STATUTORY COMPLIANCE MANAGEMENT

- Ensured compliance with statutory regulations (PF, ESI, LWF, etc.).
- Managed employee database and e-compliance submissions.
- Prepared and distributed bonuses under the Bonus Act.

Contact

Address

H.No.1047 Sector-23
Faridabad, Haryana.

Phone

+91 9717180765

Email

Sushantkumar0525@gmail.com

Education

- **MBA in Human Resources**
MDU Rohtak – [2023]
- **Bachelor of Commerce (B. Com)**
MDU Rohtak – [2019]
- **12th Grade**
HBSE – [2016]
- **10th Grade**
HBSE – [2014]

IT-Skills

- SAP
- Oracle
- MS Office Suite
(Excel, PowerPoint, Word)
- Advance Excel

Languages

- Hindi
- English

Hobbies

- Cricket
- Travelling
- Watching Movies

PERSONAL DETAILS

Father Name - Rambabu

Date of Birth: 17 June 1999

Marital Status: Unmarried

WORK EXPERIENCE

Senior Executive HR

Trident Realty – Gurugram

[June-2024] – Present

- Manage entire Payroll processes, including TDS and data management.
- Oversee daily operations to ensure efficient workflow and adherence to deadlines.
- Lead a team to achieve project goals and generate performance reports for upper management.

Executive HR

Orient Electric - Faridabad

[Feb-2023] – [June-2024]

- Handled attendance management and payroll processing, ensuring compliance with regulations.
- Facilitated employee engagement activities and resolved grievances effectively.
- Managed billing processes including PR-PO creation and vendor management.

HR Executive

Escorts Kubota Limited – Faridabad

[Apr-2018] – [Feb-2023]

- Focused on Time Office operations, ensuring accurate attendance records and Payroll Management.
- Maintained employee personnel files and prepared Daily/Monthly MIS reports.
- Ensured statutory compliance related to PF, ESI, and other labor laws.

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

Date: -

Sushant Kumar