

Pawan Kumar Seth

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CAREER OBJECTIVE

I want to earn maximum gain for the Organization and want to get a highest post as an employee can achieve. My key strength is “Get into it, First” nature.

Professional Synopsis

- Efficient and organized, result- oriented professional with 10 years of experience in HR & IR
- Strong analytical and problem solving skills. Ability to make analytical decisions.
- High moral values, trustworthy and goal oriented.
- Efficient in multitasking and goal oriented.
- Currently associated with EMRI Green Health Services (108 Emergency Medical Transport Services East (UP)) as Deputy Manager HR & IR

Career Contour

EMRI Green Health Services

Dy Manager HR & IR

20th Dec 2022 to Till Date

- **Brand :** EMRI Green Health Services (formerly GVK EMRI) is a pioneer in Emergency Management Services in India. As a not for profit professional organization operating in the Public-Private Partnership (PPP) mode, EMRI Green Health Services is the largest professional Emergency Service Provider in India today.
- April 2005 was the turning point for emergency medical services in India. The organization was incepted with the objective of delivering comprehensive, speedy, reliable and quality Emergency Care Services. This has been done by establishing an Emergency Response System that coordinates every emergency through a single toll free number 108/112 which when called in an emergency ensures prompt communication and

activation of a response that includes, assessment of the emergency, dispatch of the ambulances, along with a well trained Emergency Medical Technician to render quality pre-hospital care and transport of the patient to the appropriate health care facility. Today, 108 is synonymous with the best-in-class emergency service and has been acknowledged as the most efficient, speedy, reliable, and caring service provider in its category.

Role:

- Conducted recruitment drives for blue-collar employees and managed on-boarding and joining formalities.
- Ensured statutory compliance for approximately 20,000 employees, receiving appreciation from Corporate Head – HR.
- Handled inspections by Labor, EPF, and ESIC departments.
- Managed disciplinary actions, including show cause notices, charge-sheets, PIP and domestic inquiries
- Handled court cases and appeared in labor-related conciliations, tribunals, and court proceedings.
- Negotiated charter of demands, wages settlements, and union negotiations.
- Managed EPF withdrawals, death claims, Mediclaim, ESIC claims, and employee grievances.

Alliance Transcon Pvt Ltd

12th Jan 2013 to 19th Dec 2022

(Manager HR & IR)

- **Brand:** Alliance Transcon Pvt Ltd is one of the leading cash management/security agency in India. Our agency provides reliable security service in Banks, government Offices, Show Rooms, Residential Societies, Factory Plant and Construction Site etc.
- **Part:** Alliance is an ISO 9001:2008 Certified Company providing Security and Cash management Services. It has created niche for itself in the market since the commencement of its operation spanning years it has acquired the status of a well established and professional security agency. It serves its esteemed clients in the most effective manner it has fully operational 12 branches and 4 Regional Offices across India to serve esteemed clients.

Role:

- Taking care recruitment of blue collar employee to white collar employees.
- Taking care On-boarding, Joining Formalities and coordinating with Head Office.

- Taking care statutory compliance and their contractors whose strength is approx 1200 employees and got appreciation from Corporate Head – HR.
- Taking care inspections of Labour department, EPF department, ESIC department Renewal of Registration Certificate under Shop and Establishment Act, Amendments in Registration Certificate and Renewal of Labour Licenses under Contract Labour Act which are falling under Delhi, UP, Karnataka and Uttarakhand States.
- Maintaining various register under various Act's.
- Taking care disciplinary action like issue show cause notices, charge-sheets, suspension letter, warning letter, advisory letter to the employee's, and also conducting domestic inquiry, conducting fact finding inquiry, termination etc.
- Handling court case and appearing in conciliation of Labour offices, Labour Court, Labour Tribunal, Mediation of Labour court and also filing writ petition, appeals in Delhi High Court and coordinating with Advocates in various cases.
- Handling charter of demands, wages settlements and negotiation with the unions.
- Taking care of EPF withdrawal, EPF death claim, Pension scheme under EPF Act, claim under Mediclaim policy, claim under ESIC and employee's grievances etc.
- Checking monthly bills of Contractors alongwith Statutory Compliance records and insure payment of wages to the employees as per minimum wages of respective states/central government. And also taking care timely disbursement of wage payments to the Contractor's employees.

Peter England

10th July 2012 to 31st Dec 2013

(Assistant Store Manager)

Brand: Peter England, known for its honest-to-goodness prices is the first international brand to be launched in the country's mid-priced shirt segment. PETER ENGLAND (A UNIT. OF ADITYA BIRLA NUVO LTD.) apparel business of Aditya Birla Nuvo dominates the premium and popular segments of the Indian lifestyle market with its companies, Madura Garments Lifestyle & Retail and Peter England Fashions & Retail.

Role:

- Handling a team of CA's and other support staff.
- Merchandise planning at store level during season
- Planning of SQB for the store based on brand wise contributions.
- Imparting product info, selling skills & operations knowledge thru induction & on-the-job training to store staff.
- In store Product presentation as coordinates.
- Provide timely information of Competitive activities in the market.
- Visual merchandising and look of the store.

Education

- Pursuing LLM from KMCLU
- MBA from UPRTOU
- M.Com from UPRTOU
- LL.B. from Lucknow University.
- B.Com. from Lucknow University.
- Intermediate from U.P. Board.
- High School from U.P. Board.

Technical Course

- Certificate in Cyber Law from Asian School of Cyber Laws.
- Certificate in Tally ERP 9.2 from M-tech Computer Institute.
- One year Advance Diploma in Computer Application.

Skills

A dynamic HR Professional with rich experience (approx 10 years) in statutory compliance, industrial relation, performance management, compensation & benefits, court cases, filing writ in high court, appearing in conciliation and handling the entire gamut of human resource

department functions encompassing like manpower planning, performance management, development programs, training, employees engagement etc

Personal Profile

Date of Birth	:	16 Feb 1993
Father's Name	:	Mr. Anil Kumar Seth
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English & Hindi
Current CTC	:	7,02,702/- P.A.

Declaration

I solely affirm that the contents mentioned herein are true.

Date:

Applicant Name

Signature