

Rohit Kumar

Manager – HR

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H.No. 8, St. No. 1, Dhakka Village, 🏠

Near GTB Nagar, Delhi – 110009

PROFESSIONAL SUMMARY

- HR-Generalist with more than 12 years of experience providing systematic and skillful support to employees and management.
- HR Operations/PMS/Payroll/HRMS/Statutory Compliances with proficiency in reporting through Excel Spreadsheets & Word Documents.
- Very good in supporting with Employees and have always good employee relations.

CARRER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction with self-development and help me to achieve personal as well as organizational goals.

SKILLS

- HR Operations, HR Generalist, Employee Relations, On-boarding and Off-boarding.
- Human Resource Information/Management System (HRIS/HRMS).
- Performance Management System (PMS)
- HR Audit, Payroll Audit and Statutory Audit.
- Employee satisfaction surveys, 360 Surveys Etc.
- HR Generalist, HR Reporting, Day-2-Day HR Reporting.
- Recruitment & Talent acquisition (Through Naukri-Resdex, Linkedin, Referrals, Consultants)
- Statutory Compliance (EPFO, ESIC, LWF etc.)
- Advanced Excel, Microsoft PowerPoint, Microsoft Word.
- Sales HR & Sales Monitoring.
- Sales Review & MIS.

WORK EXPERIENCE

Lotus Advance Technologies Pvt Ltd | DESIGNATION: Manager – HR | **DURATION:** Nov`23 to Presently working

KEY RESPONSIBILITIES:

- Recruitment (Sourcing [resdex, linkedin, indeed], Interviewing, Salary Negotiation, etc)
- Roll out offers for the shortlisted candidates and issue the offer letters to the employees.
- Time-Office & Leave Management.
- Payroll Processing (Attendnace, Leave, Statutory Compliance, etc.)
- Employees files management (both hard copies and soft copies)
- Taking care of grievances, employee issues etc.
- Looking after the compliances part, including EPF, ESI, LWF etc.
- Issuing notices, warnings, terminations, and other letters with respect to HRD.
- Issuing circulars, and information to employees in both physical form and soft form.
- Rest all day-to-day HR operations activities.

Flebo.in Pvt. Ltd. | DESIGNATION: Sr. Manager – HR | **DURATION:** Feb`22 to Nov`23

KEY RESPONSIBILITIES:

- Formed the entire HR department (Operations) and leaded the same.
- Entire Recruitment Process (Sourcing, Interviewing, Salary Negotiation, etc)
- Roll out offers for the shortlisted candidates and issue the offer letters to the employees.

- Handling new joiners on board (conducting induction program, preparing salary Structure etc.) Familiarizing the new joiner with the company policies and procedures.
- Processing of the Reimbursement claims.
- Time-Office & Leave Management.
- Payroll Coordination (preparation of New Joiners Input report for Payroll Team)
- Employees files management (both hard copies and soft copies)
- Looking after the recruitment including sourcing the CVs from Naukri.com, LinkedIn as well as from references.
- Taking care of grievances, employee issues etc.
- Looking after the compliances part, including EPF, ESI, LWF etc.
- Issuing notices, warnings, terminations, and other letters with respect to HRD.
- Issuing circulars and information to employees in both physical form and soft form.
- Rest all day-to-day HR operations activities.

AHUJASONS SURGICALS | DESIGNATION: Asst Manager – HR & Admin | DURATION: May`2019 to Jan`2022

KEY RESPONSIBILITIES: HR & ADMINISTRATION

- Roll-out offers for the short listed candidates and issuing the appointment letters to the employees.
- Handling new joiners on-board (conducting induction program, performing background verification, and police verification through 3rd Party Consultant, preparing salary Structure etc.) Familiarizing the new joiner with the company policies and procedures.
- Performance Management System.
- Complete full & final process of an Employee.
- Employees fuel Reimbursements.
- Time-Office & Leave Management.
- Payroll Coordination.
- Coordination for Statutory Compliances.
- Claims (TA/DA) Processing of Sales Team

APIS INDIA LIMITED (FMCG) | DESIGNATION: Sr. Executive – HR & Admin | DURATION: Jul`16 to May`19

KEY RESPONSIBILITIES: HR

- Roll-out offers for the short listed candidates and issuing the appointment letters to the employees.
- Handling new joiners on-board, Familiarizing the new joiner with the company policies and procedures.
- PMS, PIP, F&F processing.
- Grievance Handling, Generating MIS reports, maintaining & updating employee's database.
- Time-Office, Leave Management & Payroll processing including Stat. Compliances.
- Conveyance & other Reimbursement processing.
- Policies formation & Implementation.
- Sales Monitoring of Sales Front Liners with monthly MIS.

KEY RESPONSIBILITIES: ADMIN

- Housekeeping, Office, and other maintenance.
- Travel and other tickets booking.
- Vendor Management.
- Procurement of required items for office (stationery etc.)

MIDSON INDIA | DESIGNATION: Executive – HR & Admin | DURATION: Jun`15 to Jul`16

KEY RESPONSIBILITIES:

- Management of Manpower Data.
- Payroll Management, Leaves Management.
- Statutory Compliances (PF Challans Payment, Providing support for PF related document, Submission of PF Forms at PF Office).
- ER Activities (Festival Celebration, Birthday Celebration etc.).
- Drafting and circulation of Notice & Circulars.
- Induction Meeting with staff members.

- PMS, Compensation & Benefit Management.
- Employee Joining Formalities & Documentation.
- Employee Full & Final Formalities & Documentation.

SAMSUNG INDIA ELECTRONICS PVT. LTD. | DESIGNATION: EXECUTIVE | DURATION: MAR`11 TO DEC`14

KEY RESPONSIBILITIES:

- Management of the Manpower Data with Respect to GHR System.
- Monthly MBO (Appraisal standard"s data) Updation in internal System GMES. And assistance in the Appraisal Process.
- Time-Office (Shift, OT, Etc.), Attendance and leaves Tracking and updation into the GHR System.
- Grievance, Queries Handling (Routing to the concerned department)
- Employee's Suggestions entry and monthly Compilation/reporting with respect to MBO Data & and other Benefits.
- Employees Record Management (joining, exit, training, appraisal, etc.)
- Management of Small Events in Office like Employees Birthday Celebration, Gift Distribution Etc.

EDUCATIONAL QUALIFICATIONS

Course	Specialization	Institution/Board	Completion
MBA	Human Resource	SMU	2017
BCA	Computer Applications	IGNOU	2013
10+2	Commerce	CBSE	2008
10 th	General	CBSE	2006

PROFESSIONAL QUALIFICATIONS

Course	Institution/Board	Completion
Certified Human Resource Manager	VSkill	2018
Certificate in POSH	VSkill	2013
HR Generalist	Grabhit HR, South Ex Delhi	2016
Communication Improvement	Academy of British English	2016
HR Recruitment (Sourcing)	2 Months Non Formal Training	2015

ACHIEVEMENTS

- Track record for meeting time-lines and exceeding expectations.
- Two years continuously won Gold Medal in Tug-of-war tournament in Samsung's Annual Sports Day.
- Team member of Plant's PRO-3M team (Samsung).

EXTRA CURRICULAR ACTIVITIES

- NCC 'A' Level and Annual Training Camp Certificate.
- National Bal Bavan Tour Certificate.
- National Bal Bavan Calligraphy Workshop Certificate.
- Some School Level & Other Participation Certificates.

PERSONAL INFORMATION

Father's Name : Sh. Chandan Singh
 Date of Birth : 31st October, 1989
 Marital Status : Married
 Languages Known : English & Hindi
 Hobbies : Cooking, Traveling

Declaration:

I hereby declare that all the above-given information is true to best of my knowledge and belief and if found false or wrong at any stage I will accept the termination of my candidature.

(Rohit Kumar)