

ACHYUT SHARMA

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HUMAN RESOURCE PROFESSIONAL

Seeking challenging assignments across HR profession & Administration in a role of Senior Leader in an organization of repute.

RELEVANT EXPERIENCE

02 March '24 – 16 December '24| Assistant Manager- Payroll & compliance, Sudhir Power Limited., Gurgaon

- ❖ **Joining and Exit Formalities:** Handling the complete joining and exit formalities, including preparing offer & appointment letters, employee documentation, conducting background checks, conducting exit interviews, processing FnF, and issuing experience letters.
- ❖ **Onboarding:** Managing the onboarding process for new hires, including conducting orientation sessions, introducing new employees to company culture, and ensuring a smooth transition for new hires
- ❖ **Payroll Processing:** Handling the payroll process, including verifying attendance, calculating wages, and ensuring compliance with local regulations.
- ❖ **Leave and Attendance Management:** Managing employee attendance and leave records, including monitoring attendance, reviewing leave requests, and ensuring compliance with company policies.
- ❖ **Statutory Compliances:** Ensuring compliance with all relevant labour laws and regulations, including PF & ESIC, managing the registration and renewal of statutory licenses, and maintaining various compliance registers.
- ❖ **HRIS:** Managing and maintaining HR information systems, including updating employee records, generating reports, and ensuring data accuracy.

15 September '23 – 29 Feb '24|Assistant Manager- HR & compliance in Country Delight

- ❖ **Statutory Compliances:** Ensuring compliance with all relevant labour laws and regulations, including PF & ESIC, managing the registration and renewal of statutory licenses, and maintaining various compliance registers.
- ❖ **HRIS:** Managing and maintaining HR information systems, including updating employee records, generating reports, and ensuring data accuracy.

01 March '23 – 14 September '23| Assistant Manager- HR, Sigma Supply Chain Solutions Pvt. Ltd., Noida

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Aug 2015- Feb 2023 - Executive- HR (Payroll & MIS), Varun Beverages. Ltd., Nuh Haryana

Jobs & Responsibilities:

- ❖ Employee Relation : Interaction with employees for maintaining harmonious relationship, Grievances handling of workmen's and employees i.e. dispute in salary, canteen service, working atmosphere & hours and transportation, Providing Mediclaim facility to all employees
- ❖ Labor Handling: Timely arrangement of Manpower for plant
- ❖ Verified monthly labor contractor's bills.
- ❖ Preparing Contractor Salary.
- ❖ Making & Submission of PF & ESIC Challan on time.
- ❖ Providing feedback to management about shop floor of labor activities and their work environment. Motivating them for better work culture.

ADMINISTRATION

- ❖ Taking care of House Keeping.
- ❖ Security & fire safety systems
- ❖ Time office Management
- ❖ Actively involved in green belt development.
- ❖ Arrangement of Vehicles for official purpose.
- ❖ Arrangement of accommodation for guests and new joiner's.
- ❖ Monitoring on daily, weekly and monthly reports
- ❖ Maintaining all compliance registers related to factory Act
- ❖ Reporting to GM- HR
 - (a) Hiring of new employee.
 - (b) Leave updating.
 - (d) Salary processing in SAP.
 - (e) Generate leave quotas of new employee.
 - (f) Termination of employee.
- ❖ Prepare & Update of employee database.

EDUCATION QUALIFICATION

- ❖ MBA in H.R from IIEBM Pune (2005-2007)

- ❖ B.Sc. (Zoology, Botany & Chemistry) Dr B.R AMBEDKAR University Agra (2002-2005)
- ❖ 12th CBSC Board Firozabad (PCB)
- ❖ 10th CBSE Board Firozabad

PERSONAL DETAIL

- ❖ Father's Name: Mr. D.K RAWAT
- ❖ Date of Birth: 26 FEB 1984
- ❖ Nationality: INDIAN
- ❖ Marital Status: MARRIED
- ❖ Languages Known: HINDI, ENGLISH

DECLARATION

I hereby declare that the information mentioned above is true.

Place: Firozabad

Signature Date:

(Achyut Sharma)