

SHUBHAM KALA

Email: shubhamkala72@gmail.com

Mobile: 9871467597

Address: A-34, Sector-91, Faridabad-121013

CAREER OBJECTIVE

To implement programs and changes that enhanced the company. Knowledgeable about **Statutory Compliance** and effective organizational planning. Delivered various training, skilled in developing initiatives that improve company profitability and growth. Bringing forth a proven trackrecord of successfully managing Human Resource efforts and leading teams to work toward company goals.

KEY SKILLS

- Excellent knowledge of Payroll & Statutory Compliance.
- Knowledge in HR Operations.
- Knowledge in ERP, MS Excel and Word
- Ability to prepare & present Training module
- Knowledge of Team Handling.

EXPERIENCE

Working As a Manager-HR in Janasha Finance Pvt Ltd, Noida from May.2024 to Till

KEY ACHIEVEMENTS

- Strengthened Compliance Mechanism in the organization
- Prepared and successfully delivered effective training programs.

KEY RESPONSIBILITIES

- Monthly payroll checking.
- Preparing salary structure and taking care of the entire salary process.
- Ensuring compliance to statutory and legal requirements such as PF, ESI, Gratuity, Maternity Benefit, TDS etc. and monitoring employee flexi benefits
- Keeping track of ongoing registrations & renewals
- Identifying training needs across levels through mapping of skills required for particular positions and analysis of the Existing level of competencies, propose an action plan for required training and facilitate training and developments Workshops.
- Evaluating Training effectiveness by regular interaction with the participants and their learning value scores.
- Organize Reward and recognition session every year.
- Frame the General Policies of the company.
- Support and initiate the Performance management system.
- Perform analysis of performance data.
- Connect with employees to understand their challenges and define development plan.
- Checking of full & final settlement.
- Taking monthly OJT review of probationary employees.
- Detect, investigate and resolve complaints, disputes and grievances of all staff members.
- Liaison with employees and their families in event of mishaps, accidents or fatalities to ensure availability of appropriate and timely support.

- Verify the bill, Attendance & Salary Register of contractors.
- Checking & Audit for timely submission of ESI & PF of contract labor.
- Served as the first point of contact for employee inquiries
- Organize induction, orientation programs & initial settling-in process of new joinee
- Checking HR reports (Monthly Recruitment, New Joinee Status, Consolidated Company strength & attrition analysis report) and present in monthly meeting.

Worked in PC Kaushik and Advocate (Startup Family Business) from Nov 2023 to April 2024.

KEY RESPONSIBILITIES

- Attendance and leave management in excel as well as biometric attendance software.
- Monthly payroll processing of Outsourced Company.
- Generate online ESIC & PF Monthly Challan.
- Enrolment of new employees on PF and ESI portal.
- Resolve employee's queries related to PF and ESI Maintain compliance records and registers
- Obtained Factory License ,Fire Noc and Pollution CTO for Client
- Participated in Vendor Audit like CLRA, ISO and Factory Audit
- Performed data analysis and produced reports on employee turnover, retention and performance metrics.
- Conduct through analysis of HR data to identify trends and areas for improvement

Worked as a Senior HR Executive in Vianaar Infra LLP. From Jan. 2022 to Oct 2023

KEY ACHIEVEMENTS

- Standardized Attendance process which lead to elimination of delays

KEY RESPONSIBILITIES

- Enrollment of new employees on PF and ESI portal.
- Prepare & provide ESI cards to employees.
- Resolve employee's queries related to PF and ESI
- Responsible for updating and approval of KYC, transfer and advance of PF
- Helping employees avail facilities from a welfare board involves several steps to ensure that they can access the available benefits and services
- Maintain accurate records and documentation related to compliance activities & audits
- Keeping track of ongoing registrations & renewals (BOCW, Labour License and Interstate Migrant Workers Registration)
- Prepare and keep record of over time
- Process and send offer letters to selected candidates. Joining formalities of new joinee
- Responsible for bank account opening of new joiners.

- Creation employee in ERP System.
- Provide ID card & Medclaim Card.
- Drafting of all kind letters (Offer, Appointment, Confirmation, increment & promotion letter) and notice.
- Attendance and leave management in excel as well as biometric attendance software.
- Maintain and update master HR data in excel and software.

Worked as a HR. Executive - HR & Admin in Mitha Interior Designer& Contractor Pvt. Ltd from Dec 2020 to Dec. 2021

KEY RESPONSIBILITIES

- Source potential candidates through online channels.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Maintain and update employee's data in excel.
- Responsible for filling of employees joining forms.
- Mark attendance on attendance cards
- Maintain over time record.
- Handle Administration functions such as housekeeping, gardening, transport & Maintenance.
- Maintaining the stock of stationary consumption
- Filling and record keeping.

Worked as a HR. Executive - HR in Shilpkar India Designer& Contractor Pvt. Ltd from March 2018 to Dec. 2020

KEY RESPONSIBILITIES

- Proficient in Candidate Sourcing, Screening and Shortlisting through diverse job portals.
- Skilled in Payroll Management and Salary Administration for both in-house and contractual staff.
- Maintain and update employee's data in excel.
- Responsible for filling of employees joining forms.
- Maintain over time record.
- Expertly Coordinated and Supported both internal and external audits, including those conducted by Principal Employer and Factory Inspector.

EDUCATIONAL QUALIFICATIONS

- Pursuing PGDBM from NGASCE
- B.com (Hons) from University of Delhi In 2020
- Intermediate from GMSSS Sarai Khawaja in 2016

