

Curriculum Vitae

Vikalp Tiwari

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Senior Executive HR

PROFILE

A highly skilled HR professional with over 12 years of diverse experience in human resource management, personnel & industrial relations, statutory compliance, and administration. Currently associated as Sr. Executive - HR at **Shubham Goldiee Masale Pvt. Ltd.**, I have previously contributed to the growth and operational efficiency of well-established organizations like **Threads India Limited**, **R.S.P.L. Ltd.**, and **Backbone Enterprises Ltd.**

Proficient in recruitment, attendance monitoring, payroll management, training & development, statutory compliance, and employee welfare, I possess hands-on experience in managing HR functions across plant locations. My expertise also extends to liaising with government authorities for EPF, ESI, and labor law compliance, ensuring smooth HR operations. I am well-versed in using HR software such as Matrix, Ontime, Just Look for biometric attendance and Saral Paypack for payroll processing.

With an Executive MBA and participation in key industry workshops and seminars, I bring a blend of academic knowledge and practical skills, continuously striving to enhance organizational effectiveness while fostering employee engagement and morale.

EXPERTISE

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|---------------------------------|--------------------------|--|
| ♦ Recruitment | ♦ ESI & PF Queries | ♦ Database Management |
| ♦ HR Operations | ♦ HR Generalist | ♦ Advanced Excel |
| ♦ Background Verification (BGV) | ♦ Employee Relation | ♦ MS Office |
| ♦ Joining & Exit Management | ♦ Welfare Activities | ♦ Corporate HR |
| ♦ Full & Final Settlement | ♦ Training & Development | ♦ Plant & Factory HR |
| ♦ Payroll Management | ♦ Industrial Relation | ♦ Insurance Management (GMC/ GPA) |
| ♦ Time Office Management | ♦ Communication Skills | ♦ Personnel Management |
| ♦ Attendance Management | ♦ MIS Preparation | ♦ Administrative Work |
| ♦ Statutory Compliance | ♦ HRIS | ♦ Liaisoning |
| ♦ Labour Laws | ♦ HRMS | ♦ Legal Compliance Software Implementation |
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PROFESSIONAL EXPERIENCE

Organization: Shubham Goldiee Masale Pvt. Ltd. **Location:** H.O. Dada Nagar Kanpur

Designation: Sr. Executive - HR

Duration: March 2023 to Continue

Organization: Threads India Limited. **Location:** H.O. Chaubepur

Designation: Sr. Executive (Personnel & IR)

Duration: February 2016 to February 2023

Organization: R.S.P.L Ltd. **Location:** R.S.D Unit Chaubepur

Designation: Jr. Executive in Personnel Department

Duration: June 2012 to August 2013

Organization: – Backbone Enterprises Ltd.

Project / Location: Sagar Damoh Road Project (M.P.)

Designation: Assistant Human Resource

Duration: September 2010 to May 2012

JOB PROFILE

❖ **Recruitment**

- Manage end-to-end recruitment processes for staff and operators, including job postings, screening, interviewing, and selection.

❖ **Attendance Management**

- Oversee daily attendance monitoring for both staff and operators, utilizing muster rolls and biometric systems.
- Generate absenteeism reports and implement measures to control absenteeism rates.
- Track and manage employees leave records and prepare reports for early exits or late arrivals through gate pass monitoring.

❖ **Payroll Management**

- Ensure accurate preparation of wages and salary for workmen and staff, including management of loans and advances.
- Oversee payroll processing, ensuring compliance with statutory requirements.

❖ **Management Information System (MIS)**

- Prepare and maintain MIS reports to monitor HR metrics, manpower status, payroll data, and other essential HR activities for management's review.

❖ **Employee Onboarding & Exit**

- Manage the onboarding process, including completing joining formalities and organizing induction programs for new hires.
- Collect and analyse employee feedback to improve retention strategies.
- Prepare full & final settlements for exiting employees and ensure timely processing.

❖ **Industrial Relations (IR) & Administrative Functions**

- Handle employee disciplinary matters, including absenteeism, transfers, and go-slow cases. Issue show-cause notices, charge sheets, and manage disciplinary hearings.
- Take necessary actions post-enquiry, such as suspension or dismissal, based on findings.
- Renew factory licenses and maintain proper documentation for contract labor and other legal matters.
- Handle disputes between workers and management, resolving conflicts through negotiation and discussions.
- Maintain a transparent and open communication channel between employees and management to enhance employee relations.

❖ **Statutory Compliance & Labor Law Management**

- Submit compliance reports in accordance with labour laws (e.g., ESI, PF, Bonus, Gratuity etc.) and manage all factory-related compliance.
- Ensure compliance with labour laws, including ESI, PF, factory licenses, and contract labour regulations.

❖ **Employee Queries & Welfare Management**

- Address employee queries related to ESI benefits, PF withdrawal, and reimbursements.
- Maintain administrative systems for housekeeping, security, ensuring a well-organized and safe workplace environment.

❖ **Compliance & Liaison with Government Authorities**

- Ensure statutory compliance with EPF, ESIC, bonus, gratuity, insurance, and other HR-related laws.
- Liaise with government authorities like EPF, ESI, ADF, labour office, and local leaders to ensure smooth compliance.

❖ **Welfare Activities & Cost Optimization**

- Administer half-yearly and annual medical check-ups for employees.
- Identify opportunities for cost savings and service improvements in areas like housekeeping, canteen, and transportation services.
- Manage claims and settlements with insurance companies for GPA & GMC and the ESI Corporation of India, ensuring timely reimbursement for employees and employers.

CONFERENCES & SEMINARS

- Participated in a Workshop on Occupational Health & Safety at Regional Labour Institute (RLI), Kanpur
- Attended seminar on Employee Provident fund.
- Attended seminar on Employee State Insurance Corporation.
- Attended seminar on Factory safety.

EDUCATION

- ♦ **Executive MBA (HR)**, Indian School of Business Management & Studies (ISBM), Chhattisgarh, 2018 with 58%
- ♦ **B. Com**, C.S.J.M University Kanpur, 2010 with 55%.
- ♦ **10+2** in Commerce from UP Board, 2007 with 64%
- ♦ **10th in** Commence from UP Board, 2008 with 58%
- ♦ **IT Skills** – MS Office (Word, Excel and PowerPoint), CCC from NIELET, DCA, Google Sheet, Canva, Windows Applications and HR Software (Matrix, Ontime, Just Look for Biometric attendance & Saral Paypack for Payroll)

Father Name- Mr. Ashok Tiwari

Languages known- Hindi and English

Date of Birth- 1st February, 1990

Marital Status- Married

Location- Kanpur

Signature