

AMAN KUMAR

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Summary

Human resources specialist with knowledge of payroll, performance management, employee benefits, hiring, and onboarding. Trustworthy, structured, and capable of handling changes in the workplace and interacting properly. I'm able to managing employee's at all organizational levels, articulating the principles of the firm, building and maintaining relationships, and administering HRIS and benefits.

Experience

HTC Global Services Pvt. Ltd.

Gurugram

Sr.Executive (On Contract)

11/2023 – 10/2024

Client: SABIC (Saudi Basic Industries Corporation)

HR & Payroll Systems Expertise:

- Strong knowledge of **SAP HCM (HANA)**, with hands-on experience in payroll processing, shared services, time management, and employee benefits administration.
- Expertise in employee lifecycle management, from **onboarding** to **full and final settlements**, utilizing **SAP HCM** and other **HRIS** platforms for streamlined HR operations.
- Ability to handle multi-entity payroll management, ensuring smooth processing across different regions or business units.

Compliance & Regulatory Management:

- In-depth understanding of **statutory regulations** such as **EPF, ESI, Professional Tax, and NPS**, ensuring accurate reporting and adherence to legal standards.
- Skilled in **labor law compliance, including preparation and submission of Factory Returns, Labor Welfare Returns**, and annual audits to meet statutory requirements.
- Proficient in managing **health and safety compliance**, including coordination with authorities like the **Pollution Control Board** to ensure environmental standards.

Vendor Relations & Management:

- Experience in **vendor performance monitoring, auditing vendor legal compliance**, and ensuring timely resolution of issues through effective follow-ups and audits.
- Proficient in preparing and managing **vendor contracts**, ensuring compliance with terms and conditions and fostering positive, long-term relationships.
- Strong **negotiation** skills with vendors, optimizing service contracts and ensuring cost-effective solutions.

Employee Benefits & Welfare:

- Expertise in managing **employee welfare programs** such as **medical insurance, canteen operations** to promote a healthy, compliant workplace.
- Managed **insurance trust funds**, including collaboration with **MAX LIFE & LIC**, ensuring employees have access to necessary health benefits and support.

Project Management & HR System Implementation:

- Led the **implementation of HR tools and systems** at new manufacturing plants, ensuring seamless integration with the organization's HR processes.

- Managed **HRIS project implementations**, ensuring smooth transition of HR operations and processes to new systems while minimizing disruptions.
- Experience in **project coordination** for HR-related initiatives such as system upgrades, policy implementations, and new process rollouts.

Data Analysis & Reporting:

- Expertise in generating and analyzing **HR-related MIS reports**, using data to derive insights on payroll, compliance, employee engagement, and vendor performance.
- Ability to prepare detailed **budget reports** for employee engagement, **cost analysis**, and **vendor management**, aiding in strategic decision-making.
- Advanced skills in data visualization and reporting tools, allowing for clear and concise presentation of HR metrics.

Communication & Stakeholder Management:

- Strong interpersonal skills with the ability to **coordinate and communicate** effectively with internal stakeholders, vendors, and external regulatory authorities.
- Skilled in **client relationship management**, understanding and addressing HR requirements to ensure alignment with organizational goals.
- Demonstrated ability to lead **cross-functional teams** during project implementations and audits, ensuring compliance and operational efficiency.

Problem Solving & Conflict Resolution:

- Adept at handling complex payroll discrepancies, employee grievances, and fallout cases with efficiency and professionalism.
- Strong problem-solving skills, able to identify issues, implement corrective actions, and ensure compliance with HR policies and statutory requirements.

WALKAROO INTERNATIONAL PVT. LTD. (Indian MNC)

Assistant Executive, Corporate

BAHADURGARH

05/2021 - 10/2023

Payroll and Salary Administration

- **Process Salaries:** Handle salary processing in **SAP HCM**; manage monthly payroll for expatriates.
- **Payroll Compliance:** Address complex payroll queries, verify benefit calculations, and ensure compliance with tax, labor, and social security obligations. File **EPFO**, **ESIC**, and **LWF** challans.

Statutory Legal Compliance & Industrial Relations

- **Maintain Records:** Keep statutory records for vendors; manage company registrations and work permits.
- **Compliance Management:** Submit annual factory, labor welfare, and contract returns. Liaise with PCB, Labor Department, EPFO, and ESIC; handle compliance, disciplinary actions, and accident reports.
- In-depth understanding of statutory regulations such as Professional Tax, and NPS.

Contract Labour Management

- **Contract Admin:** Prepare and notarize lease agreements; advise on contract negotiations and union relations.
- **Compliance:** Ensure labor law adherence, review contractor bills and licenses, and verify payments and billing.

Recruitment, Training & Development, and Employee Engagement

- **Recruitment:** Shortlist candidates via job portals; coordinate with consultants.
 - **Training:** Develop training calendar, conduct sessions, and manage HR4U.
 - **Engagement:** Organize weekly engagement activities, communication meetings, and skill development training.
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VARDHMAN TEXTILE LIMITED

H.R. Officer

BHOPAL

01/2020 - 05/2021

Job Responsibility:

- Work force planning & handling and handling the recruitment process.
- Conducting the training sessions for the new workers.
- To maintain welfare facilities like canteen, colony, rest rooms, urinals, first aid, etc. Handel all grievances which are related to wages, leaves, attendance, etc.
- Creating monthly M.I.S. reports and daily deployment reports submitted to our senior. Shift management and shop floor round on a daily basis.
- Conducting communication meetings, welfare activities, and cultural programs. Counseling the shop floor worker by one-to-one interaction.
- To display the welfare statutory notices and conspicuous places on the factory premises. Dispute settlements according to labor law, Factory rules & compliance guidelines.
- Handling EPF, ESI-related grievances, and Liasioning with the EPFO office.

Contract Labour Management:

- Register a new contractor.
 - Dealing with Contractor's supervisors and Contractors to provide casual manpower.
 - Contractor's bills verification & Processing and monitoring Contractor Compliances.
 - Resolving issues between contractors and contract labour related to the Payments/EPF & ESI.
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VIHAN" N.G.O in AAROGYA (HEALTH)

Hr. Assistant

BAREILLY

06/2016 - 07/2017

Job Responsibility:

- Conducting recruitment process and recorded them in excel.
- Maintain personal files and record them on confidential basis.
- Preparing monthly salary on manual basis.
- Preparing monthly budget of stationery items and other staff required items.
- Maintain EPFO and ESIC challans and fill them on timely.
- Attendance and leave marking on daily basis.
- Daily maintaining the record of overtime or advances in the excel sheet.
- Maintain all assets records, which are provided by the contractor to the workers.
- Maintain MIS on monthly basis.
- Conduct training session on CSC and prepare the man-day's data on monthly basis.

TECHNICAL SOFTWARE SKILLS

- SAP HCM, SAP HANA
- SAP Time Management
- SAP (Negative time management system)
- NEYAMO
- STAR LINK
- ZOHO
- SAVIOUR
- Time Tracking
- Tally ERP
- CCC
- Skype Business
- ECM portal
- Workday

Education

Mahatma Jyotiba Phule Rohilkhand University Bareilly MSW (Master of Social Work in Human resource and Labour Laws)	BAREILLY 07/2017 - 07/2019
Mahatma Jyotiba Phule Rohilkhand University Bareilly B.com (Bachelors of commerce)	BAREILLY 03/2013 - 04/2016
Shri Gulab Roy Montessori School B.L.Y. 12th	BAREILLY 03/2011 - 04/2012
Reena Model Sr. Secondary School. B.L.Y. 10th	BAREILLY 03/2012 - 04/2013

Courses & Certificates

Computer Course - TALLY 9.0 from Tally Academy Bareilly.
— • CCC from Society Bareilly DOEACC.

Internship - Summer internship at INDIAN OIL CORPORATION LTD, (VADODRA, and GUJARAT).