

# SANDEEP KUMAR

C-9/12, HDFC Colony, Shahunagar, Chinchwad, Pune-19

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## Career Objective

Adding value to the organization & oneself through continuous learning and self-Improvement in HR, ER/IR & Admin. Willing to work as a key player in challenging environment with committed and dedicated people.

## Professional & Organizational Profile

- **A highly equipped HR/IR & Admin. Officer with 14+ years' experience in performing a variety of HR, ER/IR & Administrative activities.**
- **Successfully handled HR/IR/Admin. processes for 2 green field Mega Thermal Power Projects (1400 MW & 1320 MW) from beginning to operations in addition to independently handling of 02 BOP & FGD packages.**
- Presently working with **Thermax BioEnergy Solutions Pvt. Ltd.** as **Lead ER/IR** for BU at Thermax Energy House, Chinchwad, Pune since 7<sup>th</sup> December 2023 with responsibilities of ER/IR function for all the project sites at various locations in India (20 projects).
- Previously worked with **Larsen & Toubro Limited (Energy Power)** as **Officer HR/ IR & Admin.** since November' 2009 to December 2023.
  - From August'2020 to December'2023 as Lead HR/IR/Admin. FGD Project at Nabha Power Limited, 2X700 MW Rajpura Thermal Power Project, Rajpura, Patiala, Punjab.
  - From September'2015 to July'2020 at 2X660 MW NTPC Khargone SCTPP, Khargone, Madhya Pradesh.
  - From September 2012 to August'2015 at 2X700 MW Rajpura SCTPP, Rajpura, Patiala, Punjab.
  - From November 2009 to September 2012 at 2X600 MW VISA Power Thermal Power Project, Raigarh. C.G.
- From February' 2007 to September' 2009 worked with Ajanta Mfg. Ltd. as Key Accounts Manager, Punjab & Himachal.

## Areas of Expertise

- |  |   |
|--|---|
| - Statutory Compliances & IR           | - Employee Relation & Welfare           |
| - HR/IR/Admin. Policy Execution        | - Administrative Support & liaison      |
| - Recruitment, Selection & Orientation | - Project Mobilization & Demobilization |

## Key Responsibilities

### IR & CSR: -

- Ensure all the statutory registrations including labour licence, BOCW registration, PF & ESI registrations etc. are in places wherever as applicable.
- Systematic Compliance Control and check list implementation and regular reviews for ensuring 100% statutory compliance.
- Managing team of 20 Site Admin. Employees throughout all the project sites.
- Development of subordinates with trainings, learning and developments sessions.
- Preparation & Implementation of project site ER/IR policies and procedures with focus to make project sites to make preferred place for work.
- Attending & resolving legal matters if any at project sites.
- Handle grievance & legal matters related to contract workmen. Interaction sessions with sub-contractors on importance of IR & other statutory compliances.
- Managing Contractor & Contract workers through Standard Operating Procedure to ensure the Compliance, Safety & Security..
- Contract labors welfare activity by ensuring wage payment, Workmen Compensation Policy, Provident fund account & contribution, safety measures, availability of first-aid facility, rest shelter, Urinals, drinking water facility etc.

- Harmonious relations with customers and Liaison with various government authorities for smooth running of project.
- Identifying, budgeting & implementation of CSR activities with the aim WE CARE FOR SOCIETY.

**Operational HR: -**

- Joining & Exit Formalities, Employees Induction, Pre-employment & periodical Medical Check-up Full & Final Settlement, Exit Interview & feedback, Leave & Attendance, MIS Reports, Employee feedback survey, Employees reimbursements, Budgeting & organizing Trainings & Development. Employees Engagement, Monitoring Employees Performances Management System, Maintaining HR Notice board.

**Admin. & Facility Management: -**

- Arranging & managing the transportation and stay arrangements including hiring & furnishing for site posted and visiting employees.
- Preparation & submission of administrative MIS.
- Inter department liaison.
- Ensure safe, secure & hygienic atmosphere in the office premises.
- Managing security services & ensuring proper security standard at Project Site.
- Maintains a systematic and reliable vendor database & Identification and finalization of new vendors for administrative activities.
- Processing rate contracts / purchase orders of various admin services through SAP. Negotiation for all administrative related procurements.
- Checking and processing of monthly bills to ensure timely payment,
- Budget monitoring & Control: Preparation of department expenses budgets & insuring proper implementation to increase cost effectiveness.
- Event Management: Organizing team building programs, birthday celebrations, picnic organizing & employees get together.
- Maintenance & upkeep of company assets including periodical physical verifications.
- Maintain high level public relation, media & political representatives.
- Ensuring resolutions of day-to-day administrative and operational problems including repairs & maintenances of fixtures & assets with cost optimization.

**Professional & Academic Qualification**

- M.A. Public Administration from HPU Shimla - 2022
- PGDPM & LW - Post Graduate Diploma in Personnel Management & Labour Welfare from HPU Shimla - 2020
- MBA - Master in Business Administration (IB) from IIBR Chinchwad Pune - 2007
- MMM–Master in Marketing Management from IBMR Chinchwad, University of Pune-2007
- B. Com (Prof.) from DAV College Jalandhar, GNDU Amritsar - 2005
- 12<sup>th</sup> (Commerce) Himachal Pradesh Board of School Education, Dharamshala -2002
- 10<sup>th</sup> Himachal Pradesh Board of School Education, Dharamshala -2000

**Computer Proficiency: -** Proficiency in MS-Office, **SAP** MM Module

**Personal Information**

**Father's Name: -** Shri Harbans Lal (Retd. Teacher)

**Date of Birth: -** June 24<sup>th</sup>, 1986

**Spouse: Mrs. Partigya Devi (M.Sc. Environment Science)**

**Language Known: -** English, Hindi & Punjabi.

**Strengths:-**Collaborative, Optimistic in every situation, Strong interpersonal & organizational skills

**Hobbies: -** Listening Music, Playing Volley Ball & Tracking.

**Permanent Address: -** Village Ghanari, Ward No. 1, District Una, Himachal Pradesh 177212

Date:

Place:

SANDEEP KUMAR