

DHARMVEER SINGH

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Career Objective:

Seeking a challenging role in **HR & Admin / IR Dept.** Where my skills, knowledge can be utilize and nurture, to maintain and develop good & healthy relations.

Career Competencies:

Having 14+ Years of Experience in **HR and Admin / IR**, Taking care of Recruitment, Budgeting & Planning, Security & Vigilance, Infrastructure Management, Facility Management, Canteen & Cafeteria Management, Implement HR Strategies / Policies, Self / Team Development, Employee Compensation and Benefit Programs (C&B), Statutory & Legal Compliances, Payroll Management, Industrial Relations, Contract & Vendor Management, Liaisoning with Authorities (ESIC, PF, Police, Pollution, Fire, Electrical, Weight & Measurement, Vikas Pradhikaran, Attending Labour cases (Labour Court, Factory office, Food Depot. Land & Revenue, etc.) Training and Development, Third Party Audits, Cattle Finance, Agriculture Finance, Loan Recovery and Full & Final Settlement.

Professional Experience:

- Working as **Manager – HR & Admin** since **Aug - 2019 to Till Date** with "The Hemisphere Life Curated (**Royal Golf Link City Projects Pvt. Ltd.** – (A group of FMCG and Construction))" Greater Noida U.P, India.
- Worked as **Asst. Manager - Admin & HR** since **Aug - 2016 to July - 2019** with “**Creamy Foods Ltd (Madhusudhan Group) (FMCG)**” Khurja Bulandshahr Uttar Pradesh.
- Worked as **Officer - Admin & HR** since **Feb - 2010 to July - 2016** with “**Electrostar Electronics Pvt Ltd**” (Manufacturer of Electronic Items (LED Lights, Mobile Accessories, Panel Lights) Software Development a NBS Group) Noida.

- Worked as **Faculty – Science (PCM)** since **Aug - 2004 to June - 2008** with “**Shree Sai Institute of Information Technology (SSIIT)**” (Coaching Institute of Computer Science and Competitive Examination) Moradabad
- Worked as **Executive – Collection (Third Party)** since **July – 1999 to July - 2004** with “**Industrial Credit and Investment Corporation of India (ICICI)**” Moradabad.

Professional Education:

- **Law Graduate (LL.B)** from MJPRU Bareilly in 2019 with 51%.
- Training on “**Food Safety Supervisor**” By FOSTAC (FSSAI).
- **Fulltime M.B.A. (HR & MKTG)** From UPTU in 2011 with 64%.
- Computer Certification from “**LBSTI**” in 2006.

Academic Education:

- **B.Sc.** in Science Stream from M.J.P.R.U Bly. in 1999 with 53%.
- **12TH** From UP Board in 1996 with 53%.
- **10TH** From UP Board in 1994 with 54%.

Recruitment, Induction and Training & Development:

- Short listing and scanning resumes as per requirement of concern department and their Job Descriptions.
- Verifying documents and employment screening / background verification of new join employees.
- Conducting induction, exit interviews and overseeing separation actions like full & final settlements.
- Conduct the training programs of workers on health & safety, first – Aid, Fire – Drill and ensure personal protective equipments are used by workers and available concern.

Facility Management:

- Canteen, Security, Hospital, Hospitality, Gardening and House Keeping Management.
- Handling Administrative activities like Maintenance of offices and their Equipments as require, Pest Control and Transportation, etc.
- The social & C-TPAT security legislations as well as involved in modification of schemes and statutory compliances.
- Preparing MIS reports on a weekly / monthly or quarterly basis.

Employee Welfare, Compensation Benefits & Engagement:

- Ensuring resolution of employee grievances by adopting methods like counseling and establishing works committee (Works committee, Health & Safety committee, Sexual Harassment and Environment Committee, Canteen Committee and Grievance Handling Committee, Suggestion & Complaint Review Committee, Security Monitoring Committee)
- Working of payroll administration and to make all necessary co-ordination to make a smooth and efficient operation (variable compensation, overtime payments etc.).
- Compiling all data needed for the annual salary review, and the annual performance appraisal analysis.

Industrial Relations and Contractor Management:

- Liaising with Govt. Authorities (Factory, Labour, Electrical, P.F., E.S.I.C, Pollution, Fire, Police. Etc.)
- Coordinating with legal experts, attending courts, disciplinary and legal matters related with labour, Factory and Vender etc.
- Ensure availability of man power, Monitoring daily Attendance.
- Monthly verification of Vender bills to ensure compliances on time.
- Keeping Headcount, Contract Employee database updated and maintain MIS.
- Supervising of ETP & Waste Management and Boiler.
- Awareness and Implementation of Onsite Emergency Management Plans.
- Handle arbitrations that are not resolved in the grievance process.
- Work with line managers and union leaders to handle employee complaints, settle disputes and resolve grievances.
- Partner with Site Leader & Supervisors for Implementing Labour Productivity Improvement Initiatives

Statutory Compliance and Preparedness of Procedure (JD, KRA, HRMIS & PMS / QMS):

- To Maintain the Rules & Regulation are adhered to by the workers for smooth function of the administration and maintain the procedures which required for compliance purpose.
- Design Job Description, Key Result Area's as designated and Maintain PMS / QMS.
- To co-ordinate with ESIC, PF, Police, Pollution, Fire, Electrical, Weight & Measurement, Vikas Pradhikaran, Attending court cases, Labour, Factory office, Food Depot. Land & Revenue, Bonus, Hospitals etc. for the purpose of statutory compliances.

Date:

Place:

(DHARM VEER SINGH)