

Total HR Experience: - 3 years  
Designation: - Executive -HR  
Qualification: - Master of  
Business Administration (MBA)

## ANKIT KUMAR



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### **OBJECTIVE**

To attain a key position so that I can utilize my skills and expertise, to ensure and enhance the growth and profitability of the organization; through creativity and innovation and strengthen areas of responsibility and decision-making in the organization to fulfill the pre-determined goals.

### **PROFESSIONAL SUMMARY:**

#### **Over 3 Years of rich experience in HR & Administration**

Broadly Recruitment, Performance Management, Training & Development, Policies & Procedures, Employee Engagement, Employee Welfare and Team Management, Payroll, Employee Relations, Statutory Compliance, Transport management, Housekeeping, Canteen management & Event management.

#### **STERLITE POWER TRANSMISSION Ltd., Haridwar as an Executive-HR.**

Sterlite Power is a leading integrated power transmission developer and solutions provider globally, focused on addressing complex challenges in the sector by tackling the key constraints of time, space, and capital. In our Global Infrastructure Business, we bid, design, construct, own and operate power transmission assets across multiple geographies.

### **KEY RESPONSIBILITY**

#### **LIAISON / IR**

- Ensuring prompt & timely resolution of employee grievances and maintaining cordial employee relations.
- Constant communication with all employees and develop good employee relation by frequent visit to every department.
- Handle all contractor labour compliances as per contract labour act.
- Settle all accidental issues and reimburse through ESIC & Mediclaim's policy.
- Contributing to ensuring compliance with statutory requirements under various Labour Laws and Factory Act.
- Looking after the reward recognition scheme 'Employee of The Month Scheme for workers.
- Handle all the disciplinary case as Management Representative and take care of all the disciplinary process.

#### **Contract Labour Management**

- Finalized manpower plan as per dept requirement.
- Day to day interactions with department and ensure 98% manpower on production floor.
- Verifying wages sheets, bill files, statutory compliance online payment confirmations of Labour contractors
- Monthly audit of Labour contractor and submit final report to Management

#### **RECRUITMENT**

- End to end recruitment, including negotiation.
- Conducting interviews to seek their organization fit.
- Taking care of appointment letters, Experience letters, Transfer letters & address proofs for the employees.
- Handling functions of employee joining & leaving formalities.
- Facilitate all administrative help (bank a/c, computer, E-ID, canteen, uniform, etc.)

#### **TRAINING AND DEVELOPMENT**

- Identifying training needs and prepare training calendar as per training needs.

#### **HR OPERATIONS**

- Daily reports and MIS (six types of MIS') preparation of Regular Employees & Contractual employees.
- Employee Database Management.

## STATUTORY COMPLIANCES AND LABOR LAWS

- All the statutory compliance: - EPF, ESIC, Bonus act, Minimum wage act, payment of wage, Gratuity & etc. Monthly PF & ESI Challans of online preparation and payment company and contractual).
- Record keeping and file management.
- Handle all the grievances of company & contractual workers.

## ADDITIONAL RESPONSIBILITY

- Various festivals celebration and cultural activities.
- Monitoring security management, housekeeping, transportation.
- Organize medical camp.
- Bill processing of Transport, Canteen, Security, Housekeeping & other contractors.

## KNOWLEDGE PAYROLL SOFTWARE

- Skilled in Star link Software, Savior Software, HRMS Software, Kronos Software.

## STRENGTH

- Ability to establish and maintain interpersonal relations. ▪ Having positive approach and problem-solving skills. ▪ Active participation in team activities. ▪ Ability to priorities tasks and time management. ▪ Focused towards goal. ▪ Ability to graspad learn new techniques.

## QUALIFICATIONS: -

- Matriculation from Uttar Pradesh Board 2013.
- Intermediate from Uttar Pradesh Board 2015.
- Graduation (B.A.) from CCS University, Meerut Uttar Pradesh 2018.
- Post-Graduation (MBA) from HGU University, Pauri Garhwal Uttarakhand 2020.

## PERSONAL DETAILS

Father's name	Sh. Praveen Kumar
Date of birth	01-May-1998
Languages known	English & Hindi
Marital status	Unmarried

## Declaration

I hereby declare that all the above-mentioned information is true and to the best of my knowledge.

Name: Ankit Kumar

Date: -