

Vikas Sharma

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Total Experience: 3 Years

Overview of Profile -

HR professional with extensive experience of managing HR Operations, Labour Laws, Talent Acquisition, Performance Management, HRMS, HR systems design and process optimization, HR Compliance and Benefits, HR Analytics, Creating HR process manual (SOPs) and KPIs and Overall Supervision of the Organization.

Work Summary -

Current Organization: AgVa Healthcare

About Company - AgVa Healthcare is a Medical Equipment and devices manufacturing company based out in Noida, Uttar Pradesh. This is a research-based company which is into the continuous development of new medical devices. Currently AgVa Healthcare is dealing in manufacturing of the world's most cost-effective ventilator and portable ventilators. AgVa Healthcare is the inventor of world's smallest, cheapest yet most advanced ventilator. It is common knowledge that the number of ventilators is woefully inadequate in government and private hospitals with even Delhi having acute scarcity of ventilator beds.

Tenure: June, 2020 – till Present | **Current Designation:** HR Manager | **Company Size** – 200+ Employees

Role: Manager - HR Operations and Generalist Activities – Attendance and Payroll Management, Administration, Compliance and Benefits, HR Systems, PMS

- Handling Day to Day Operations and Compliance Management.
- Handling all HRIS Systems, PMS, also having good knowledge of SAP SF platforms.
- Drafting company's procedures and policies
- Payroll Management
- PF & ESIC Process
- Maintaining expense sheet of the employees.
- Leave and Attendance management.
- Handling Administration Responsibility
- Compliance Management.
- On Boarding and Documentation of Employees
- HR Report Management

Additional Role Managed: Handling all the grievance management of the company, Helping CEO in policy formulations and implementations.

Earlier Role: HR Executive – People Resources (June -2019 to May 2021)

- Manpower planning support
- Talent acquisition, onboarding and induction
- Driving corporate people initiatives across span of employees
- Employees query resolution
- Administrative Activities
- Supported clients to fulfill their manpower requirements. Clients -

Major Areas of Exposure –

Recruitment

- Identify requirement of replacement hiring and coordinate with regional manager to initiate hiring approval.
- Manage Recruitment costs by adopting right talent and scanning relevant industries for sourcing talent
- Facilitate timely delivery of offer letter to selected candidates
- Good exposure of portals

Onboarding

- Maintain continuous communication channels with new recruits to allow for smooth On the Job and cultural transition

Compensation and Payroll Management –

- Handling Payroll through various systems.

Compliance and Benefits

- Providing guidance to employees on employee benefits
- Acting as single point of contact for any queries
- Ensuring the benefits reach entitled employees

Performance Management

- Track performance and liaison with central HR team on non-performance related discussions
- Drive completion of annual appraisal, Mid-Year and KRA submission process

Employee Engagement

- Connect to employees at regular basis
- Facilitate action planning with teams
- Carry out activities as decided during action planning, as applicable
- Events Management

Exits

- Perform in depth exit interviews; engage with employee to understand possibility of an intervention
- Provide exit related information to HRSS and central team of BU

Academics

Qualification	Year of Passing	Institute	Board/University	Percentage
MBA	2018- 2020	Mangalmay Group of Institute of Management & Technology	AKTU	1 st Division
M.A. (Hons.) Political Science	2017-2019	Maharaja Agrasen College	IGNOU	1 st Division
B.A(Hons.) Political Science	2017	Maharaja Agrasen College	Delhi University	63%
Senior Secondary	2014	Kala Niketan Bal Vidyalaya	CBSE	89%
Higher Secondary	2012	Kala Niketan Bal Vidyalaya	CBSE	7.2 (CGPA)

Achievements

- Certified By GOOGLE Advertising (fundamental advertising)
- Certified Six Sigma Green Level
- National level player in Badminton
- Winner of Many Quizzes Competition

Strengths

- Passion for working with people.
- Effective team building qualifications •
- Self-driven,
- Hard working, high energy, positive team player while being flexible and dependable.
- Strong grasping capability and will to learn. •
- Able to quickly learn,
- understand and communicate guidelines.

PERSONAL DOSSEIR

- DOB: 20th June,1997
- Languages known: English, Hindi, Punjabi
- Hometown: Amritsar