**To Work in a dynamic environment that provides me a vide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency**.

**Career Conspectus**

**Over 16 years** of rich & elaborate experience in Corporate Environment. ***Currently associated with* EVA Group, *Lucknow (UP) as General Manager.*** Expertise in Monitoring of Operational Activities., Recruitments, **Statutory Legal Compliances**, Laisoning with Government Dept & different agencies. An effective communicator with exceptional relationship management skills, effective and analytical skill, problem solving, logical and decision making attitude and adept at maintaining cordial business relations with teams & other external agencies.

**Career Span**

**(10th April-2016 to till date)**

**Position Title: General Manager- HR & Operation, Location: Lucknow, India**

**Responsibilities**

* Looking Selection & Recruitment of EVA Group (UP, Bihar, West Bengal, North Region, Assam & North East States)
* Reviewing monthly Sales Team Performance. (UP , Bihar, Kolkata, Siliguri & Guwahati).
* Monitoring Payroll, Compliances of Labour Laws of all locations.
* Performance Appraisal & Training.
* Laisoning with Government bodies & Union. (Pollution Dept, EPF Dept., ESIC, Labour & Factory dept. UPSIDC, BIDA, SJDA, Broiler, Court & Other related Dept.)
* Monitoring operational activities of units (UP, Bihar, Kolkata, Siliguri & Guwahati)
* Monthly review of KRA of Departmental Head.
* Manpower planning for units. (UP, Bihar, Kolkata, Siliguri & Guwahati)
* Recruitment & Handling Grievances.

**22nd April-2013 to 09.04.16)**

**22nd April-2013 to 30.11.14 at Karnal (Responsible for Feed Plant & Livestock).**

**Transferred to Varanasi w.e.f 01.12.14. (Responsible for Feed Plant & Livestock)**

**Position Title: General Manager, Location: Varanasi**

**Responsibilities**

* Reviewing monthly Team Performance.
* Planning Scheme for Brand Promotion.
* Looking entire operations of Varanasi Plant & Hatchery.
* Laisoning with Local bodies, Industrial Dept. (UPSIDC & BIDA), Bank, EPF, Factory & Court.
* Recruitment & Handling Grievances.
* Monitoring the St. Compliances & Operational activities of UP, Uttaranchal, Bihar, Jharkhand & North Bengal (WB).
* Monitoring Departmental Performance.
* Handling more than 500 Manpower.
* Monthly review of KRA of Departmental Head.

**(5th April-2010 to 18th Apr-13)**

**Position Title: Asst. General Manager-HR & Operation, Location: Lucknow, India**

**(From 5th Apr-10 to 31st Dec-12- Manager-HR & got Promotion as AGM-HR & Operations on 01.04.12.)**

**Responsibilities**

* Looking Selection & Recruitment of EVA Group (UP, Bihar, West Bengal, North Region, Assam & North East States)
* Formulation of Policy (As per laws & Management Requirement)
* Monitoring Payroll, Compliances of Labour Laws of all locations.
* Performance Appraisal & Training.
* Monthly Review Meeting with Sales Team. (UP, Bihar, Jharkhand, West Bengal & North East & North Operation)
* Designing Job Descriptions.
* Handling Grievance of Employees.
* Here I have successfully launched our Product in Bihar, Jharkhand, West Bengal, NE States, Haryana, Punjab, HP & Rajasthan & fulfilled the entire requirements. (Manpower, Legal Compliances, Infrastructure & Training).
* Laisoning with Govt. dept of various location like UPSIDC, BIDA, SJDA, EPF, Labour Office, DIC, Electricity, Pollution, & others).

**Human Resource Department**

**Agra Unit, Agra (UP)**

**Position Title: Dy. Manager – HR (Functional Head of HR & Administration)**

**Responsibilities**

Has been associated and handling following:

|  |
| --- |
| * Pay Roll, A/C Settlement & Handling Employees & Workers day to day issues. * Discussing requirement of manpower with departmental HOD & Unit Head then send MRF to   Corporate HR Depart.   * Induction for New Joine (Discipline, Hierarchy, facilities & other relevant information) * Designing job descriptions in consultation with Corporate HR depart. * Maintaining Unit & Bureau Office administration, Security, Contract Worker. |
| * Dealing with labour depart., factory Off , DIC, ESI, PF, Pollution, Railways, Postal Dept.,   Fire depart, Telephone .& other department as per requirement |
| * Labour Acts & its compliances. |
| * (Factory License, Reg. under Shop & Commercial Act, NOC from pollution Control Board,   Consent ESI Sub Code, Electrical safety, Postal Registration & Post box registration) |
| Human Resource Department **Gorakhpur Unit, Gorakhpur (UP)**  **Position Title: Asst. Manager – HR (Functional Head of HR & Administration)**  **Responsibilities**   |  | | --- | | * Salary & wages (Arrear/Deduction/EL Encashment/ A/C Settlement/Maintaining Attendance/Leave Records) | | * Handling Employees & Workers day to day issues, Induction & In House Training | | * Discussing requirement of manpower with departmental HOD & Unit Head then send   MRF to Corporate HR Depart. | | * Maintaining complete documentation of contract labour and coordinating with contractors/security agency. | | * Initiate reviews of employees training & probation with consultation of depart. Head   & unit head & send to corporate HR as per company policy. | | * Dealing with labour depart., factory Off , DIC, ESI, PF, Pollution, Railways, Postal Dept.   Fire depart, Telephone .& other department as per requirement | | * Process appraisals of employees. | | * Labour act & its compliance | | * Maintaining Unit & Bureau Office administration, Security, Contract Worker. | | * Pantry, Local purchase, Transport, Hotel Booking, Travel arrangement & Coordinate to Bureau Office regarding their requirements & administrative purpose. |  * Handling Project Social Accountability 8000 & other Related Work.   **Achievements**  Strong network was established among the workers (with strong behaviour Skills) who had played an important role in the Management agreement with the Factory Union. |

**Professional Membership :** Member of Film and Craft Society

**Professional Qualification** **:** Master of Personnel Management & Industrial Relations,

Session-2000-02

**Banaras Hindu University**,

Varanasi. India

Marks Obtained: 64%

**Academic Qualification :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Passed** | **Board \ University** | **Passing Year** | **Division** | **Percentage** |
| Matriculation | BSEB, Patna | 1992 | First | 62 |
| Intermediate (Sci.) | BIEC, Patna | 1994 | First | 68 |
| Graduation  (Chemistry Hons) | VKSU, Ara | 1998 | Second | 59 |

**Technical Knowledge :**  DCA, Typing

**Project :** Topic***:* Job Satisfaction**

**Organisation :**  Oil & Natural Gas Corporation, Dehardun, India

**Award and Achievement:**

* Program Broadcasted by All India Radio\Doordarshan (Prasar Bharti)
* Articles published in Leading News Papers.
* Participated in Workshop organized by Malviya Mulya Anushilan Kendra, Banaras Hindu University, Varanasi.
* Participated in various debate, cultural activities and competition
* **Participated 4 days Training Programme in ISTD, New Delhi TRAIN FOR TRAINER**
* As a **Launching Team Member** of **Amar Ujala, Gorakhpur & Re-Launching Team member of Hindi Hindustan, Agra**.

**Extra Curricular Activities :** Watching Movie, Listening Music

**Area of Interest :** Writing Poem, Story and Articles

**Passport : Yes**

**CTC :** Rs. 16.50 Lac/An.

Expected CTC **:** Negotiable