

## Shatrughan Sahu

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DOB: 06-May-87

🏠 Gurgaon

### CORE COMPETENCIES

- Payroll Management
- HRMS Implementation
- Wage Settlement
- Contract Labor Management
- Salary benchmarking
- HR Operations
- Statutory Compliance
- HR Audit
- Grievance Redressal

### PROFILE SUMMARY

- ✓ Over 11+ years of experience in the areas of Payroll Management, HR Operations, Administration, Policy Formulation, Annual Budget, Taxation - Income Tax calculation, Grievance addressing, Manpower planning, Legal Compliance, Change Management, Compensation & Benefits, Statutory Compliances, Background check "Ongrid", ESOPs issuance Etc.
- ✓ Thorough experience of setting up the HR function and various HR processes from scratch.
- ✓ Good hands on advanced MIS Report (Exposure of these useful tools eg.- Array vlookup, Goal Seek, Pivot, Mail Merge, Countifs, Sumif etc.)

### ACHIEVEMENTS

- ✓ Promoted 2 times in a span of 2.4 years in **BTB Marketing Pvt. Ltd. (The Beer Café)**
- ✓ Awarded with "**The Extra Mile Award**" in **The Beer Café**
- ✓ Awarded as "**Star of the Month**" in **PVR Director's Cut (PVR Limited)**

### PROFESSIONAL EXPERIENCE

ORGANIZATIONS	DESIGNATION	TENURE	ROLES & RESPONSIBILITIES
Intello Labs Pvt. Ltd. (Gurgaon)	Manager - HR	7 <sup>th</sup> Jan. 2022 – Present	HR Operations, C&B (Compensation & Benefits, Payroll Management, Compliances, HR Process, HR Analytics, Stakeholder Management, HR Analytics, Keka/Zing HR/Emplify HRMS Implementation, Payroll & Compliance, Vendor Management, ESOPs, Background Check "Ongrid" HR Audit Etc.)
Attar Logistics Private Limited (Chandigarh)	Manager – HR	20 <sup>th</sup> July 20 – 20 <sup>th</sup> Sept. 21	
BTB Marketing Pvt. Ltd - The Beer Café (Gurgaon)	Assistant Manager – HR	1 <sup>st</sup> April 17 to 4 <sup>th</sup> Mar. 20	
	Sr. Executive – HR	1 <sup>st</sup> Apr. 16 to 31 <sup>st</sup> Mar. 17	
	Executive – HR	12 <sup>th</sup> Dec. 14 to 31 <sup>st</sup> Mar. 16	
PVR Limited (PVR Director's Cut) (New Delhi)	Assistant - HR & Admin	1 <sup>st</sup> Oct. 13 to 20 <sup>th</sup> Jul. 14	HR Admin work, Employee engagement, employee's, onboarding, Emp files Etc.
	Admin Assistant	14 <sup>th</sup> May 12 to 30 <sup>th</sup> Sept. 13	
Aegis Campus Placement Services (New Delhi)	Associate – HR	Jan. 09 to Jul. 10	Job fair, hiring through Naukri/Linkedin portal

## **Key Responsibilities: -**

- ✓ Grievances addressing related to Salary/Statutory Compliances/Service Charge/Incentive/OT/ Performance Bonus Etc.
- ✓ Compliance Management (PF, ESI, PT, LWF, TDS, Gratuity, Bonus, Contract Labors etc.).
- ✓ Compensation and Benefits Management, Benchmarking of Salaries Etc
- ✓ Employee Benefits: - Health Insurance GMI / GPA / Group Term Insurance / Top-up Plans “Extra Care Policy”, Global Health Policy, Tax Benefits, Other perks, Incentive plans, retirement benefits Etc.
- ✓ Full and Final (F&F) processing (Gratuity, Bonus, Variable pay\*, Income Tax, Leaves, Service Charge, Salary, Notice Pay & Recovery / Advance recovery Etc.).
- ✓ Attendance & Leave Management System (Manual & HRMS – Keka, Emplify, Zing HR & Kronos).
- ✓ HRMS – System Administrator, Modules Implementation, end-to-end changes whenever required Etc.
- ✓ Managing end-to-end employee lifecycle and ensuring delivery of the HR services within the agreed timelines.
- ✓ Various HR Budget reports to internal and external stakeholders (Costing report / CPH / Cost per project/department Etc.)
- ✓ Ageing reports (F&F, Onboarding, BGV- Ongrid, Induction etc.)
- ✓ Vendor Management (monitoring and reviewing performances & taking corrective and preventive action accordingly, Statutory Audits Etc)
- ✓ Policy formulation and renewal on annual basis\*.
- ✓ HR Reports (Absenteeism, Attrition, Sale vs. Salary, CPH Report, Costing, etc).
- ✓ Retention process (Retain the trained good talent)

## **ACADEMIC QUALIFICATION**

- ✓ MBA from **Manav Bharti University (Finance & Marketing)** in 2012 with **67%**
- ✓ B. Com from C.S.J.M University, **Kanpur** in 2008 with **49%**
- ✓ HSC from S.M.V. Collage, **Kanpur (UP Board)** in 2005 with **61%**
- ✓ SSC from S.M.V. Collage, **Kanpur (UP Board)** in 2003 with **44%**

## **CERTIFICATIONS**

- ✓ **ACCIP** (Advance Course in Computer and Internet Programming) from **AITC** Computer Education.
- ✓ Certificates from **CIBT University** –
  - New hire essentials
  - Preventing Harassment
  - Career development
  - Developing high-potential employees
  - Change Management

*(Shatrughan Sahu)*