**AMAR NATH SINGH**

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**🖂** amarsingh5682@yahoo.com

**Career Objectives**

Highly talented, productive, assertive and result oriented **HR/Admin professional** with proven expertise and experience. Outstanding and dedicated team player with strong analytical and problem solving skills. Seek administrative/operational position with dynamic organisation that welcomes initiative and dedication and demands excellence in consistently meeting business objective and exceeding standards.

**Passive Infra Projects Pvt Ltd**

**Manager (HR & Admin)**

**Tilda, Raipur, Chhattisgarh (September’17 to Till Date)**

* Preparing Attendance, Leave, & OT records of Employees.
* Making salary (sheet, slips) & deduction of employees.
* Co-ordinating with finance department for processing of payments to employees.
* Arranging salary to transfer Bank A/C’s of Employees & workers.
* Preparing statutory compliance (PF,ESIC,TDS,LWF etc).
* Monitoring employees absenteeism & half days.
* Issuing letters for warning letters for long absenteeism & continues half days.
* Prepare al registers regarding all labour Laws such as register of workmen, accident register, deduction register, damage register, advance register, fine register etc.
* Maintaining & updating employee records & their personal files.
* Dealing with the final settlement of employees when they leave.
* Prepare MIS of New joining employees & left employees.
* Developing and implementing disciplinary policies.
* Full employee recruitment as per needs through various job portals by screening, selection, salary negotiations & documentation completion till complete recruitment.
* Developing the induction programmes for the new recruits.
* Establishing a proper organizational structure.
* Developing and implementing employee welfare policies.
* Maintaining good internal communication within the company.
* Checking the contractors bills & verifying to disburse their payments in time.
* Monitoring the employees working & arranging training needs accordingly.
* Establishing a safe & secure working environment to employees.
* Managed complete facility management activities including housekeeping, canteen, stationery, purchase etc.
* Travel& Transport Management by ensuring efficient timely service.
* Taking a monthly meeting with each department HOD’s for employees feedback.
* Distribution of prizes to employees in “EMPLOYEE OF THE MONTH” in award ceremony.
* Taking site visits & encouraging employees.

**Voltech O & M Services Pvt. Ltd. BALCO SITE (Chhattisgarh)**

**Asst. Manager -HR & Admin (November’15 to August’17)**

***Key Deliverables***

* Preparing MIS monthly salary & arranging it to transfer Bank A/C’s of Employees & workers.
* Making salary (salary sheet & slips), deduction of employees on Excel sheet.
* Prepare MIS reports such as absenteeism.
* Maintaining statuary compliance such as PF, ESIC, and LWF.
* Prepare al registers regarding all labour Laws such as accident register, deduction register, damage register, advance register, fine register etc.
* Full employee recruitment as per needs through various job portals by screening, selection, salary negotiations & documentation completion till complete recruitment.
* Prepare MIS of New joining employees & left employees.
* Managed complete facility management activities including housekeeping, canteen, stationery, purchase etc.
* Travel& Transport Management by ensuring efficient timely service
* Prepare MIS employee (Attendance, Leave, & OT records).
* Maintaining & updating employee records & their personal files etc.
* Prepare ESIC challans & uploading it online for in time submission.
* Completion of must roll (Form 16) & Leave register (Form 14).
* Overall responsibility of man power planning and recruitments.
* Developing the induction programmes for the new recruits.
* Working out the compensation plan and policies.
* Handling in labour licence renewals & new labour license issue & surrendering labour licence.
* Co-ordinating with finance department for processing of payments to employees.
* Establishing a proper organizational structure.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Dealing with the final settlement of employees when they leave.
* Maintaining good internal communication within the company.
* Developing various reports for management, which make it easy to make decisions regarding the current resources.

**Trident Staff Solutions Pvt. Ltd. BALCO SITE (Chhattisgarh)**

**Asst. Manager- HR & Admin (Sep’13 to Oct’15)**

* Finding, rewarding, and keeping employees is a tremendous challenge for companies of all sizes and industries, and every company gives a lot of importance to this one particular component – PEOPLE.
* **Trident Staff Solutions** is one of the leading and fastest growing Staffing Service Providers in India, with a mission
* to leverage and harness the individual strengths of its members to provide integrated staffing solutions on a

platform of business partnership and not just as a service provider.

***Key Deliverables***

* Preparing MIS monthly salary & arranging it to transfer to Bank A/C’s of Employees & workmen.
* Full employee recruitment as per needs through various job portals by screening, selection, salary negotiations & documentation completion till complete recruitment.
* Making of Full & Final settlement of Employees & workers.
* To maintain proper & accuracy timing of incoming & outgoing for the employees.
* Managed complete facility management activities including housekeeping, canteen, stationery, purchase etc.
* To monitor employees attendance system & report absteeism.
* Making salary (salary sheet & slips), deduction of employees on Excel sheet.
* Prepare MIS reports such as absenteeism.
* Travel& Transport Management by ensuring efficient timely service
* Preparation of daily shift & day wise attendance reports in computer.
* Handle contract labour workers contact details & pay structures.
* Opening of Bank accounts of New employees
* Generate employee masters, salary details with structure
* Performance review process and ensure compliance of submission by due date.
* Issuance of appraisal/warning letters.
* Prepare employee’s requests on letters/certificates. Managing employees’ query on leave balance, ticket eligibility, leave absence policies & procedures, etc.
* Liaison on employee transfer process between sites/departments.
* Register all exit interviews & end employment details.
* Executed the Employee Motivation Schemes like ‘Employee of the Month Program’ and other motivational schemes by liaising with other department heads.
* Mapping the attendance formalization of staffs of the corporate by coordinating with all users to process the payroll.
* Maintaining the car file for calculating the salik bills, arranging payment to RTA and forwarding the monthly salik deduction report to the respective sections.
* Spearheading the maintenance of all the company provided assets for providing it to the staff, accounting them and taking it back during the staff’s end of employment.
* Handling all printing and stationery requirement of the corporate and ensuring its availability and supply by coordinating with printers/suppliers.

**Rudra Engg.(Balco Site)**

**Dec’12 – Aug’13 BALCO SITE (Chhattisgarh)**

**Personal & Admin Officer**

* Handling a team of 50 members
* Preparing MIS monthly salary & arranging it to transfer to Bank A/C’s of Employees & workmen.
* Handling all printing and stationery requirement of the corporate and ensuring its availability and supply by coordinating with printers/suppliers.
* Maintaining all HR clearance files given to Client as per their requirement.
* Maintaining all gate pass related activities.
* Register all exit interviews & end employment details.

**Petron Civil Engg. (P) Ltd (Baloda Bazar, Raipur) from April’11– Nov’12**

**Senior Administration Officer**

***Key Deliverables***

* Performance review process and ensure compliance of submission by due date.
* Issuance of appraisal/warning letters.
* Prepare employee’s requests on letters/certificates. Managing employees’ query on leave balance, ticket eligibility, leave absence policies & procedures, etc.
* Liaison on employee transfer process between sites/departments.
* Register all exit interviews & end employment details.
* Managing all issues related to the Medical Insurance of more than 180 members.
* Mapping the attendance formalization of more than 180 staffs of the corporate by coordinating with all users to process the payroll.
* Computing the bills of more than 75 mobiles and other fixed line accounts and ensuring timely payments from the

accounts department.

* Preparing the mobile bill deduction report and forwarding it to the Payroll Officer for deduction.
* Maintaining the car file for calculating the salik bills, arranging payment to RTA and forwarding the monthly salik deduction report to the respective sections.
* Maintaining the car petrol card’s file and preparing the required reports.
* Spearheading the maintenance of all the company provided assets for providing it to the staff accounting them and taking it back during the staff’s end of employment.
* Handling all printing and stationery requirement of the corporate and ensuring its availability and supply by coordinating with printers/suppliers.
* Administering the Visa management and Labour Induction module in HRMS, thereby providing training to all HRMS users and giving first level support.

**Larsen & Toubro Ltd. From June’08 to March’11BALCO SITE (Chhattisgarh)**

**Administration & Personal Officer**

**Larsen & Toubro Ltd** Is a professionally managed and **ISO certified organization** in India in the field of design and construction of civil & mechanical works. A decently sized organization which has its stake in the construction of so many aesthetic and artistically designed buildings of India is known for its capability to design and build complicated structures with ease and efficiency with safe environment.

***Significant Highlights***

* Handled the installation of proximity machines, printing and distribution of proximity cards, stream lined attendance capturing of over 6,000 workers.
* Adhered to the administration procedures & standards and maintaining the Quality Management System as per ISO 9001:2000 standard requirements. (Management Representative’s Responsibilities).
* Controlling the gate passes as per requirement & manpower.
* Initiated proper filing and documentation methodology for all administrative functions.
* Developed Induction module and conducted orientation for new employees.
* Executed the Employee Motivation Schemes like ‘Employee of the Month Program’ and other motivational schemes by liaising with other department heads.
* Significantly reduced the travelling cost by scheduling the annual leaves of employees.
* Monitored the performance of the Quality Management System as per ISO and implemented improvements needed with the authorization of the top Management.

**Manoj Construction (P) Ltd. From July’07 to May’08 BALCO SITE (Chhattisgarh)**

**HR & Administration Officer**

Handled the installation of proximity machines, printing and distribution of proximity cards, stream lined attendance capturing of over 50 workers

**Academics**

**B.Sc. (Maths) 2010**

***K.N. College, Korba(Guru Ghasidas University Bilaspur (Chhattisgarh****).*

***12th (Maths)***

***Balco Township Higher Secondary School 2001***

***10th***

***Balco Township Higher Secondary School 1999***

**Personal Details**

**Date of Birth :** 05th June 1982

**Language Known :** English& Hindi.

**Sex :** Male.

**Nationality :** Indian.

**Marital Status :** Married

**Passport Number :** N5522960