

RESUME

DEEPAK KUMAR

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Objective:-

Learn and implement in order to achieve self-growth as well as that of the organization.

HR PROFESSIONAL

To be an HR Professional responsive to dynamics of organization change with the best of competencies supporting the mutual vision of self and the organization.

PROFILE

- Dynamic and diligent **HR Professional offering a progressive career across Human Resource Management and Industrial Relations**; Technically proficient in latest trends of the industry, with an experience of about **2.4 years**, currently spearheading as **Executive –HR In M&M Machine Craft India Pvt. Ltd Gurgaon**.
- Proficient in Industrial Relation ,Statutory Compliances, General Affairs , Recruitment & Selection, Training & Devolvment.
- Handling Administrative as like transport, canteen management, Safety & security and other related to administration.
- Skilled in handling I.R Problems, managing the M.I.S reports.
- Contractor Manpower Bill Processing.
- Handling Employee welfare activity as like canteen, transport, birthday celebration, star of month management.

PROFESSIONAL EXPERIENCE (2Years, 4Months)

MUSASHI AUTO PARTS INDIA Pvt. Ltd.

(1year11MONTH)10.02.2017 to 05-01-2019

HR EXECUTIVE on third party payroll (GI Staffing Pvt. Ltd.)

Musashi Auto Parts India Pvt. Ltd is a Japanese MNC having operations in 19 states across the globe. Musashi auto parts is into manufacturing of gear parts for two wheeler and four wheeler. It is prime vendor of Honda Motors and also manufacture gear parts for Hero MotoCorp and Suzuki India.

Job Responsibility:-

HUMAN RESOURCE MANAGEMENT

- Handling Recruitment contractor level.
- Part of implementation / Documentation of Human Resource Policy Manual Team.
- Initiated Motivational Activates for Employees.

TIME-OFFICE FUNCTIONS & PAYROLL

- Payroll handling and salary prepared every month
- ESIC & PF challan prepared and upload.
- Prepare monthly MIS.
- Maintain record of manpower and daily updating manpower record in various forms and depend on need of management.
- Maintain personal file and completed joining formality and Full & Final.
- Contractor Manpower Bill Processing.
- Maintaining Monthly Legal Registers.
- Complete Joining formalities and Reliving Procedure.
- Taking Feedback from Canteen Supervisor and Check.
- Uniform Management.
- Grievance Handling Related to Transport Canteen Uniform Wages Salary.
- Provide training on various topics related to comp. policy.
- Conducting Interview Temp Level.
- Successful Facing The union.
- LWF return summit online.

INSURANCE MANAGEMENT

- Medi-claim Management completing necessary Insurance & medical cover formalities.
- Responsible to settle the Mediclaim with Insurance Company and his T.P.A.
- Responsible to make Addition & Deletion in Mediclaim Policy.

M&M MACHINE CRAFT INDIA Pvt. Ltd.

(5 Months) 08-01-2019 to Present

HR EXECUTIVE

M&M Machine Craft India Pvt. Ltd. is a Indian company having operation in 2 states across the india.

M&M Machine is into manufacturing of leaver, fog bolt parts for two wheeler and four wheeler. It is prime vendor of Munjal, Sunbeam, JBM.

Job Responsibility:-

TIME-OFFICE FUNCTIONS & PAYROLL

- . Payroll handling and salary prepared every month
- ESIC & PF challan prepared and upload.
- Prepare monthly MIS.
- Maintain record of manpower and daily updating manpower record in various forms and depend on need of management.
- Maintain personal file and completed joining formality and Full & Final.
- Contractor Manpower Bill Processing.
- Maintaining Monthly Legal Registers.
- Complete Joining formalities and Reliving Procedure.
- Taking Feedback from Canteen Supervisor and Check.
- Uniform Management.
- Grievance Handling Related to Transport Canteen Uniform Wages Salary.
- Provide training on various topics related to comp. policy.
- Conducting Interview on roll and temp.
- Successful Facing The union.
- LWF return submit online.
- Statuary compliance .
- Leave record maintain and leave encashment.
- Handling Canteen, transport , and safety & securities responsibilities.

INSURANCE MANAGEMENT

- Medi-claim Management completing necessary Insurance cover formalities.
- Responsible to settle the Insurance with Insurance Company and his T.P.A.
- Responsible to make Addition & Deletion in Mediclaim Policy.

HUMAN RESOURCE MANAGEMENT

- Handling Training And Development ITAF:16959
- Lead and direct the Human Resource team to deliver a comprehensive HR service to the business.
- Implemented Reward & Recognition Policy.

- Part of implementation / Documentation of Human Resource Policy Manual Team.
- Initiated Motivational Activities for Employees.

Employee Welfare, CSR, Safety:-

- To supervise welfare activities prescribed under various labour laws.(First Aid, canteen, crèche, safety of workers, drinking water points).
- Health/Accidental Insurance to all ESI covered employees and Accident policy of all Employees.
- Responsible of First Aid Arrangements and for emergency situation like Accident occurrence (Minor & Major).
- Responsible for Awareness programs among employees and workers about personal safety, Occupational health.
- Handling employee motivational activity as like birthday celebration, star of month.

Recruitment:-

- Responsible for Recruitment, Selection.
- Identification of Manpower requirement from various departmental heads.
- Coordinating with the Consultants & conducting interviews
- Utilize best practices in recruitment to attract maximum response to openings.
- Design and implement structured interview process for final selection.
- Manage all the documentation of the entire Recruitment process.
- To maintain Employee Personnel File with all legal document from Joining to Exit Interview.

Personal skill

- Experience in streamlining and administering Personnel Administration activities.
- I always ready and keen to accept responsibility of work assigned.

Computer Proficiency

- Practiced Office Package: Microsoft Word, Notepad, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Express, and Internet Explorer.
- Payroll software.
- Navision (Special for doing indent of uniform and other equipment)
- Savior Payroll

EDUCATIONAL CREDENTIALS

Master of Commerce 2017 (in HR) with first division.

M.D. University, Rohtak (Haryana)

Bachelor of Commerce 2015 with first division.

M.D. University, Rohtak (Haryana)

Class XII; 2012 with first division.

M.R. Sr. Sec. School Hassanpur, H.B.S.E. Board;

Class X; 2010 with first division.

M.R. Sr. Sec. School Hassanpur, H.B.S.E. Board;

Computer diploma (DCA One Year); 2015

ZAD institute Jhajjar;

Strengths

- Flexible
- Casual manpower handling
- Team coordinating skills
- Ability to work as a team leader and as a team.
- Works with 'can do' spirit.

Hobbies

- Read knowledgeable books
- Playing cricket

Personal Details

- | | | | |
|---|----------------|---|--------------|
| ▪ | Father Name | : | Dharam Singh |
| ▪ | Date of Birth | : | 10-03-1995 |
| ▪ | Marital Status | : | Married |
| ▪ | V.P.O. | : | Hassanpur |
| ▪ | Distt. | : | Jhajjar (HR) |

Declaration

- I hereby declare that the information given above is true to the best of my knowledge & belief.

DATE:-.....

DEEPAK KUMAR

PLACE:-.....