

Jaspal Singh Kanth

Manager - Human Resource

SUMMARY

Dedicated HR Professional with 8+ years of experience in achieving corporate excellence and implementing human resource initiatives. Creative thinker with ability to align the needs of employees with the goals and mission of the organisation. Committed to building a productive and engaged workforce. Promote an open door policy with ability to communicate to all staff levels.

WORK HISTORY

Mar 2017 - Present
Manager - Human Resource
[SMARTe Inc.](#)

SMARTe Inc. provides high quality global contact data fueled by data science in B2B revolutionary 'data-as-a-service'(DaaS) with data discovery.

Principal Accountabilities: Payroll Management, Statutory Compliance, HR Ops, Employee Engagement, Database Management, Joining/Exit, Performance Management

June 2014 - Mar 2017
Assistant Manager - Human Resource
[MyMonie Financial Service Pvt. Ltd. \(Mumbai, India\)](#)

MyMonie Financial Service Pvt. Ltd is Non-Banking Financial Company with expertise in Retail financial services & remittance platform.

Principal Accountabilities: Recruitment, Change Management, SAP-HR, Performance & Rewards, Payroll & Compensation, Employee Life Cycle Management.

Aug 2013 - Apr 2014
Human Resource Executive (Contract)
[Areva Solar India pvt. Ltd. \(French MNC\) \(Mumbai, India\)](#)

AREVA Solar designs, manufactures and installs solar steam generators for the global power generation and industrial steam needs.

Principal Accountabilities: Policy Formulation, Induction & Orientation, Employee Grievance, Liaison & Coordination, Performance Management.

Dec 2011 - Apr 2013
Human Resource Generalist
[Leena Powertech Engineers Pvt Ltd. \(Mumbai, India\)](#)

A Leading Turn Key Project Organization providing Electrical Infrastructure Solutions.

Principal Accountabilities: Generalist profile ; Recruitment, Payroll Management, SAP Success Factor HRMS, Compliance, Employee Engagement.

CORE COMPETENCIES

Talent Acquisition:

- Managing the complete recruitment life cycle & Identifying manpower requirements of different departments of the organization.
- Planning human resource requirements in consultation with the Senior Managers.
- Responsible for end to end selection & recruitment activities across levels; assisting the Head-Human Resources & stake holders in planning of manpower and implementing manpower strategies across departments.
- Interfacing with recruitment agencies for briefing of manpower requirement and short listing candidates.
- Conducting the reference checks & coordinating for background verification of each new employee joined.

Payroll Management & Statutory Compliance:

- Managed Payroll of 980+ employees (PAN India).
- Hands on Experience on Payroll System Applications Like Saral Paypack, SAP Success Factor.
- Ensuring execution of all Govt. statutory laws and liaison with vendor accordingly.
- Ensuring timely submission of annual/monthly returns in accordance with Statutory Laws & Acts.
- Preparation & Updating CTC Database & MIS Reports along with accounting entries.

📍 Mumbai, India

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SKILLS

Recruitment / Talent Acquisition



Payroll & Statutory compliance



MS Office Suite



Performance Management



Training & Development



HRMS / SAP HR



Employee Engagement



Compliance & Database



KEY PROJECTS / ASSIGNMENTS

- **Title:** HRMS Automation
- **Technology:** Web based ERP
- **Role:** Project Lead
- **Organisation:** Leena Powertech
- Aligned HRIMS Modules in accordance with company manual & policy.
- **Title:** HRMS Implementation
- **Technology:** Adrenaline HRMS
- **Role:** Project Lead
- **Organisation:** Pace HR Innovations
- Implementation & Migration of existing database in to HRIMS.

Performance Management System:

- Successful initiation & implementation of the Performance Management System.
- Assisted Head HR right from framing KRA, scheduling appraisal meetings, appraisal discussion with director, issuance of appraisal letter, updating of rating in HRMIS.

Training & Development:

- Identification of training needs of employees for upgrading their behavioral and technical soft skill.
- Design and execute the training calendar for the organization considering the individual needs.
- Evaluate the effectiveness of the respective training programs by obtaining feedback from employees.
- Evaluation of training after a specified period of time in consultation with the HOD.

Employee Engagement & Relations:

- Maintain the Employee Relation matters like Employee discipline, grievance, counseling, motivation, culture and attitudinal change.
- Ensuring prompt solution of employee grievances to maintain cordial employee relations.

HR Systems : Review & Update:

- To create, update and review Role Clarification (Job Description) documents for all the positions across departments in consultation with the concerned HOD.
- HR Manual – To review and update the HR Manual in coordination with HOD as per specified period.
- Reports - Preparation of daily attendance report, MIS Report, New Joinee Report, and Prepare full & final Settlement Report for the ex employees.

HRIMS / SAP HR:

- Lead team in implementation of the Human Resource Information System (HRIS).
- Uploading and maintaining data for Employee Data, attendance, Leave Record, etc. in HRIS.
- Handling updation & management of HRIS on timely basis.

EDUCATION

2008 - 2010 **Master of Business Administration - International Business**
[Dr. D.Y. Patil Institute of Management Studies \(Mumbai, India\)](#)

2005 - 2008 **Bachelor of Commerce**
[Pillai's College of Art, Commerce & Science - Mumbai University](#)

2003 - 2005 **Higher Secondary Certificate**
[People's Education Society - Maharashtra Board](#)

1994 - 2003 **Secondary School Certificate**
[Swami Vivekanand - Maharashtra Board](#)

LINKED IN - RECOMMENDATIONS

"Jaspal's creative thinking & expertise made him an absolute pleasure to work with. He continually delivered results, went above and beyond in providing exceptional service and support, and showed genuine integrity and respect as an employee & colleague. He is enthusiastic, and a brilliant networker. His strengths in staying across issues, pro-actively offering solutions and ideas and being adept at all aspects of communications make him a valuable contributor to any situation or team."

- **Kunal Rane | Manager - Marketing** | Areva Solar India Pvt. Ltd

"Jaspal is a thorough professional and has all the dedication and skills to achieve the best in his career. He is one of the most sincere hardworking and committed employees I have worked with. He holds a keen agility to learn new things and his willingness to reach out and help others is truly a rare virtue to find these days. I wish him all the very best in life."

- **Sudipta Saha | Sr. Manager - Human Resource** | Areva Solar India Pvt. Ltd

"Jaspal is pleasure to work with. His perspective on the "overall" picture and his understanding on what it takes to meet objectives is second to none. He doesn't shoot from the hip, he is a strong listener and works to look far beyond to understand the situation and then contribute to the solution."

- **Chandrakant Hake | Assistant Manager - Operations** | MyMonie Financial Service Pvt. Ltd

PROFESSIONAL TRAINING / IT SKILLS

- **SAP Success Factors** HRMS
- **Adrenaline** HRMS
- Saral Paypack | Payroll Application
- Ms Office Suite 2010-13

ACCOMPLISHMENTS

- Honored with Employee of Month several times along with performance incentives.
- Effectively recruited 240+ employees in 2014-15 and 2015-16.
- Automation & Centralization of Payroll process.
- Improved "employer branding" by working with the IT department to launch company's career site.

LANGUAGES

- **English** - Fluent
- **Hindi** - Fluent
- **Punjabi** - Fluent (Native)
- **Marathi** - Intermediate
- **French** - Beginner (Level -I)