Sumeet Sharma

E-Mail: king2884@gmail.com; **Contact:** +91 – 7018538397 **Present Address:** Suparna Residency, Flat No. – 103, B- Block, Surat – 394305 **Permanent Address:** Palampur, Kangra Himachal Pradesh-176061

Seeking for **Senior Level Position** in **Human Resource Management** with a reputed organisation

Professional Preface

- > An astute and competent professional with **over 1 decade** of rich experience in **Human Resource Management.**
- > Currently associated with Cubatics Industries Pvt. Ltd., Surat as HR Manager for all factories.
- Adroit in providing HR & Administrative services to all departments inclusive of offering prompt and efficient service in the processing of salaries, monitoring all accounts as well as preparing periodic MIS reports.
- > Well versed with Payroll & Attendance Management Software TIMEDESK, TIMEWATCH, SWms2000 & ONTIME.
- Adept in creating and maintaining systems and procedures for the control & flow of records.
- Proficient in creating schedules for the retention and disposal of such records.
- > Deft in preparing periodic reports for management, as necessary; to track strategic goal accomplishment.
- Excellent communication, interpersonal and relationship management skills.

Areas of Expertise

Strategic Planning & Management
Team & Time Management
Relationship Management
Training & Development

Payroll & Process Enhancement
Legal Compliance (Online & Offline)
Liasioning & Coordination
HR Audit (Internal & External)

Employee Retention
Process Enhancement
Resource Optimisation
Recruitments

Business Skills:-

- > Implement complete recruitment life cycle. Lead the development of department goals, objectives & systems.
- > Develop and administer programs, procedures, and guidelines to help in aligning the workforce with the strategic goals of the company. Maintain Payroll, leave and attendance.
- Coach, advise & influence management on operational, organizational development, and policy issues; creating and interpreting policies and crafting recommendations in compliance with local, state and federal labour regulations; resolve employee relations issues. Identify opportunities for improvement and resolving problems.
- Coordinate with team managers regarding improvements & assist on efficient process management.
- > Execute initiatives on time management and encouraging teams for better production.
- > Conduct a continuing study of all human resources policies, programs, and practices to keep management informed of new developments. Organise induction program for new employees on their joining date.
- > Responsible for monthly salary slips send to concerned employees and consultants within time limits.
- Managing of Buyers, Social Audit, Third Party & Internal HR Audit.
- Responsible for filing statutory compliance both online & offline.
- Implementation of Administration (Housekeeping & Security).

Work Experience: -

Since Sep'21 with Cubatics Industries Pvt. Ltd., Surat as HR Manager for all Factories (Textile Manufacturing Industry)

Key Deliverables

- Oversee strength of approximately 3500 employees; handle factory license Documentation (Testing Reports of Fire, water, waste management, Building etc.), labour, Legal & Statutory Compliance, PF & ESIC issues.
- > Support and supervise to HR Personnel at other 02 units & scrutinize suitable candidates at other location.
- Reporting to HR Head and Director in Mumbai Head Office regarding daily activities.
- Manage Payroll and its processing, Difference Payment, Full and Final process etc.
- > Developing and upgrading of polices for smooth functioning of the organisation.
- Conduct and manage buyer, social & third party audits.
- Oversee smooth implementation of HR policies for manpower planning, vast experience of recruitment & also exposure of Campus Interview, selection, induction, orientation and development of new employees in the organization through Career and Succession Planning.
- Supervise Control cost; Employee costing includes overtime calculation and other payments
- Co-coordinating for Employees increments & promotion activities.
- Conflict resolution; Employer and employee, labour & supervisor, labour strikes etc.
- > Manage workforce for all departments including contract labour for smooth workflow in all Units.
- Monitoring Time office functions & Compensation Management

Jan'18-Sep'21 with Gupta H.C. Overseas (I) Pvt. Ltd., Agra as Senior HR Officer (Fashion Accessories Manufacturing Industry with 100% Export Three Star Company)

Key Deliverables

- Oversee strength of approximately **5500** employees; handle factory license Documentation (Testing Reports of Fire, water, waste management, Building etc.), labour, Legal & Statutory Compliance, PF & ESIC issues.
- ➤ Conduct and manage buyer, social & third party audits Like **SA: 8000, Sedex, SLCP** etc.
- Accountable for HR administration (implementation, documentation of Security & Housekeeping).
- Manage Payroll and its processing, Difference Payment, Other Payments, Full and Final process.
- > Conduct training for interns and employees (Induction, Social Awareness, Soft Skill Training etc.)
- > Take new joiner's interview and handle end-to-end recruitment with coordination of departments Head.
- Manage Employee Relationship, Employee retention and Employee conflict resolution.
- Conflict resolution; Employer and employee, labour & supervisor, labour strikes etc.
- > Manage workforce for all departments including contract labour for smooth workflow in all Units.
- > Liasioning with local government authorities; to solve company and employees related issues.
- Look after; manage documentation and meetings of work, grievance, and ICC committee

Apr'12-Dec'17 with Vikash Singh Contractor, Agra as HR Officer (Manufacturing Industry Contractor) Key Deliverables

- Supervise strength of approximately 2600 employees.
- > Register biometric ID cards. Examine HR data time to time.
- Manage issue related with payroll, employee master / salary master creation for new joiners, full & final process &keep record, and issue certificates / letter to employees; look after entire manual attendance entry.
- Check and process advance / salary payments.
- Maintain record of HR, ESIC, PF numbers in manual and online portals.
- Downloading, updating and registering data from attendance machine.

Apr'10-Mar'12 with Jagdish Trading Company, Barram (H.P.) as HR Executive (FMCG Industry) Key Deliverables

- Supervise strength of approximately 100 employees.
- ➤ Handle payroll, employee master / salary master creation for new joiners.
- > Look after full & final process and maintaining records.
- Issue certificates / letter to employees.
- Keeping all manual records and filing.

IT Skills: Conversant with Tally ERP, Internet/Intranet and MS - Office Applications (Word, Excel Etc.)

Academic Credentials

MBA (HR)	Sikkim Manipal University	2020
Bachelor in Arts	H.P University	2010
<u>Diploma & Certification</u>		
Diploma in Computer Basics	HASH	2005
Diploma in Computer Hardware & Application	Nirmal Computer Centre	2007
Certified GST Practitioner Training	MSME-Agra	2017
Online Training for the Industrial Relation Code 2020	Udemy	2020
Online Training for SAP HCM Consultant	Udemy	2021
Online Training Recruitment & Selection Specialist	Udemy	2021
Online Training Performance & Compensation Management	Udemy	2021
Online Training Time Management for Professionals	Udemy	2021
Online Training HR Management setup & Workflow Kit	Udemy	2021

Personal Profile

Date of Birth : 28 April 1984

Linguistics Abilities : English, Hindi & Punjabi

Passport Number : R5514004

I hereby declare that information mentioned above is true with the best of my knowledge.

