

Preeti Gupta

Manager HR

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Date of Birth : 14th August

Father's Name : Pradeep Kumar Gupta

Present Address : Jaipur -

Career Overview -A determined and diligent professional having qualitative experience in Human Resource Management, Compliances, Strategic Recruitment, Contract Management, Client Relationship Management, Organization Development, Payroll Management, IR, Performance Management System (PMS), Buyer Audits Handling ETC is looking forward to excel in a reputed organization with a competing position and challenging obligations to efficiently deliver the competencies and experiences for the continued growth and viability of the organization and thereby building own professional career.

Career Summary

- ❑ A result oriented and competent professional with qualitative experience of over 10 years in Human Resource Management and Compliances in diverse corporate & manufacturing industry. I was associated with **Koelle Design as Manager HR** and handled 03 manufacturing units.
- ❑ Experienced in HR Policies and Procedures, Strategic Sourcing & Recruitment, Contract Labor Management, Candidate Generation, Profile Management, Recruitment Advertising, Vendor Relation Management, Standard Compliance Management, HRIS, Documentation, PMS, Organization Development, Training & Development ,Time Office Management, Payroll processing, Personnel File management, Charge-Sheet , Warning Letter, Show Cause Notice, Union Handling, Long term wage settlement with Unions, Liaison with PF, ESIC, Labor Office, Factories & Boilers, Police Stations, Pollution Control, Electricity Department, Fire Office, implementation of Industrial safety trainings and soft skills trainings, Handling Employee Grievances, Formation and Handling different committee's(i.e. Works Committee, Canteen Management Committee, Social Performance Team, Environment Health & Safety Committee, Grievance Handling Committee, Risk Assessment & Emergency Preparedness Team, Anti-Sexual Harassment Committee)ETC
- ❑ Having Master's degree in Business Studies (Personnel Management);Strong communication skills with good command over grammar and vocabulary and expertise at building positive relationships with Senior Officials, Staffs & Employees

CORE COMPETENCIES-

Recruitment Process- Guide Recruitment team in preparation of Job Description and get approved in management review meeting. Sourcing the Candidates from Naukri.com, LinkedIn, Indeed.com, placements consultants, Employee referrals, Personnel Contacts ETC, Salary Negotiations, Preparation of Offer Letter and Appointment Letter etc.	Payroll Processing- Review Attendance, Leave Records, Salary sheets and get approved in management review meeting Make sure salary will be distributed on or before 7 th . Take care of all grievances regarding salary & wages.	General Administration- Manage team of 13 peoples in Admin Department. and maintain Security Systems , Canteen & Guest House, Housekeeping, Ticketing & Cab Arrangement, Gardening, Transport Arrangement, Fire Extinguishers & Hydrant, CCTV Camera's, AMC'S Employees IDCards, Visitor Cards etc.
Statutory Compliance – Conduct internal Audits, Daily plant round to verify floor should maintain as per compliance. Verify all checklists & registers under factory act in all concern departments, Quarterly and Annual Returns of Pollution Control Board, Annual Bonus Return, Half-yearly and Yearly return of Dept. of Factories , Verify UAN & KYC updation on OTCP, Adhaar updation in ESIC portal, Verify statutory registers i.e. IN / OUT register, leave with wages registers, Form D of	HR MIS- Department & location wise attrition report. Daily manpower mapping and planning report. Compliance calendar etc. Reconcile salary sheets with manpower and production output. Review all departments reporting sheet and consolidate for management review	Welfare Officer Related Tasks – Works Committee, Canteen Management Committee, Anti-Sexual Harassment Committee, Grievance Handling Committee, EHS Committee, Training & Development, Open house, Picnic Tour, Bus & Transportation, Quarterly magazine, Employee Insurance, Implementation of suggestion schemes. Conduct Employee engagement activities.

Equal remuneration act, Form C of Bonus Act, Fine Register, Advances Register, Accident register under Factories Act, & ESIC Act, Display of all abstracts i.e. PF , ESIC, Bonus, Gratuity, Factories, Standing Order, HR Related Policies ETC, Formation of Different Committees, Safety testing's, Safety audits, Fire NOC, Airport Authority NOCEtc..	Manpower Planning with department concerned along with consideration of production norms. Verify manpower requirements as per productions. Manpower mapping in all departments as per production capacity and requirements.	HR Policy & Standing Order- Review and changes in Policy as per compliances requirements in consulting ETI code conduct & Factory act. Prepare and draft Standing order and general policy require as per factory act. Ensure all proceedings do proceed as per approved policies and records should maintain in concern department.
Performance Management System – KRA preparation, Quarterly review, Compilation report, Annual Assessment report, Sharing with individuals along with Gap Analysis, Action on Identified Gap. Ensure PMS will be done Specific, Measurable, Actionable, Realistic, and Timely (SMART). Take care of all grievances regarding PMS.	Domestic Enquiry- Warning Letters, Show Cause Letters, Charge Sheets, Appointment of Enquiry Officer, Letter of Intimation for Enquiry, Suspension / Termination Etc Ensure all documents and Proceedings proceed as per policy.	Risk Assessment: - Plan risk assessment process in all departments with departments HOD'S in monthly management review meetings. After assessment CAPR will be review with all concern department Heads. Also trainings will be provided to concern team to maintain same in future.

Liasioning

Liasioning with Government Departments (Factory & Boiler , Labor department, Pollution Board, PF & ESIC, Udyog Bhawan, Police Stations, Local Panchyat, Nagar Nigam, Fire Department, RIICO, Industrial Association, Electricity Board, Water Supply Board, Other departments require as per need.

Qualification Details: -

- ♦ **Master of Business Administration from EIIM University -2011**
 - ♦ **B.A from Kanpur University-2007**
 - ♦ **Sr. Secondary from UP board –2003**
 - ♦ **Secondary from UP board –2001**

WORK EXPERIENCE: 10 YRS

- Working experience in **Koelle Designs Pvt Ltd** as Manager - HR from **July -2017 to Feb-2020.**
- Working experience in **Miracle Group of Companies** as Manager - HR from **April -2014 to June-2017.**
- Working experience in **Zari Silk (India) Pvt. Ltd** as Senior HR Executive from **August - 2011 to March -2014**
- Working experience in **Suyog System & Software Pvt Ltd** as HR Executive from **June 2009 to July-2011.**

Declaration:

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

Place:

Date:

(Priti Gupta)