



Vijay Barthwal

**Human Resource & Compliance
Professional**

Contact Information

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Social Contacts

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SPECIALTIES:

I do possess good academic credentials, health, believing in culture, system and ethical business process, having requisite skill-set, fruitful leadership qualities, positive & learning attitude, proactive & committed behavior, professional mindset with humanitarian approach, for bringing in and enhance overall efficiency as well

Effectiveness, influencing optimal utilization of resources, through process approach to management and acquired a good innovative experience in driving change, managing Human Capital & Legal Management System, implementing performance management system, building employer brand, Innovative design compensation & benefits and

People management processes and negotiations. In line with act as conscientious person who works hard and pays attention to detail, flexible, fast and accurate, quick to pick up new skills, have lots of ideas and enthusiasm, very concentric for the opportunity to progress of systematic work and overall manpower and organization development.



Professional Skills

Compliance Analyst	□□□□
Payroll Analyst	□□□□
Compensation Analyst	□□□□
Reward Analyst	□□□□
Strategic HR Analyst	□□□□
Business HR Analyst	□□□□
PMS Analyst	□□□□
Salary & Wages Analyst	□□□□

Management Skills

Time Management	□□□□
Organizing & Execution	□□□□
Interpersonal	□□□□
Team player	□□□□
Supervision	□□□□
Leadership	□□□□
Decision Making	□□□□
Accountability	□□□□

Approachable innovator with a passion for Human Resources

Core Competencies:

- ☐ Versatile human-resources & Compliance professional with hands-on experience in diverse industries operating over multiple jurisdictions.
- ☐ Strategic professional who deploys participative management style in fast-paced, diverse workforce.
- ☐ Proactive change agent who spends time in employee environment encouraging learning and promoting the increased productivity that results in value-added service.
- ☐ Goal centric good team builder and consultant on personnel issues and organizational development.

Areas of Expertise:

- ☐ Benefits Administration – Wages and Salary Administration – Cost Control – Recruiting – Talent Acquisition Management – Compliance Reporting-Retention – Employee Welfare – Perquisite and Fringe Benefits – Collaboration – Adaptability – Change Management - Defined Contribution Plans – Auditing – Negotiation – Corporate HR Policies – Full Lifecycle Training – Processing Payroll – Labor Laws.
- ☐ HR Policy and Organizational Design, Contract Negotiation, HR Strategic Planning, Objectives and Policies, Job Costing Analysis, Policy assessment Programs, Union avoidance, Employee and Management Training, Compensation and benefits design/administration, Succession Planning/Management Practices.
- ☐ Multi-unit management, Performance management and local compliance program needs, TNA, Employee-relations programs, investigation, and prevention programs, People Management, Progress Improvement. Sound knowledge of Legal Compliance & Labor Relations, Occupational Health & Safety, Pay Equity and other labor laws.

HR Technology:

HRIS Data Management & Auditing – Electronic Date and cloud Application, Web Connect & Apps
Performance Management System, Competency Mapping

Training & Program

HRIS & HR Matrix

Bureau Vertis Pvt. Ltd.

SAP HR & Payroll

UCPL Technologist Pvt. Ltd.

Office Automation & Database Management System

UPTECH

Awards / Achievements

India Cultural Award	2000
Inter school Sports	2001
Debate & Essay Writing	2004
Management Certificate	2013
V skills Certificate	2016
MIS System Design	2015
C & B Design	2016

Employment History

Fourth Dimension Solutions Limited, Delhi (Eng. & Project Co.)

From Aug 2017– To TD

HR & Compliance Professional (AM)

Role & Responsibilities:

Preparation & Submission of Monthly PF & ESI Challan. Filing of Annual Returns for CLRA Act, Payment of Bonus Act, Maternity Benefit Act, Employment Exchange Act (CNV), Minimum Wages Act, Payment of Wages Act. To conduct monthly Statutory compliance audit of Vendors for Contract Labor Act, Minimum Salary and Wages Administration, Payroll Processing, Wages Act- payment made as per schedule employment, PF Act, ESIC Act, PT Act, minimum leave availed under Shops or Factory Act- weekly off observed, overtime, LWF Act. Conduct Quarterly Audit of Principle Employer under PF Act, ESIC Act, Employment Exchange Act, Labor Welfare Fund, Payment of Bonus Act, Maternity Benefit Act. Liaising with Government officials to avoid notice or obstruction from Government agencies. Representing management before the judicial and quasi judicial authorities like LO, ALC, DL, JLC, I of F, I of S, PF Commissioners and ESI Directors. Handling queries / resolution related to PF/ESICs/Statutory Compliance/INCOME TAX.

Administer compensation, benefits and performance management systems, and safety and recreation programs. Act as liaison between the company and outside legal and professional resources to ensure that all employment policies follow current laws and regulations. Allocate human resources, ensuring appropriate matches between personnel. Plan and conduct new employee orientation to foster positive attitude toward organizational objectives. Conduct exit interviews to identify reasons for employee termination. Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

To manage structured approach to planning and budgets, adhering to Audit compliances as & when required.

Earth Water Group – WPSL, Delhi (Eng. & Project Co.)

From May 2015 – To July 2017

Deputy Manager- HR and Compliance

Role & Responsibilities:

To manage timely End to End Payroll Processing, legal and statutory process, salary administration and maintain salary file including all break ups simultaneously individual tax calculation file for all employees. Prepare salary sheet and do reconciliation of payroll and labor laws compliances. To reviewing existing practices and to identify and implement innovative and practical solutions pertaining to compensation, perquisites, fringe benefits, reward and recognition. Overseeing and compute attendance records, Leave, Leave Encashment, LTA, Medical Reimbursement, Gratuity, Bonus, FnF, Incentive and other allowance calculation under Laws. In line with overall responsible for set the organization's pay structure and benefits offerings. Generate and submission of all labor laws compliance return and maintain all register respective to legal and statutory compliances like PF, ESIC, Bonus, Gratuity, CLRA, PT and LWF etc.

Determine competitive wage rates and develop or modify compensation plans and evaluate employee benefits policies to assess market conditions and government regulations to ensure pay rates are current and competitive. Further to analyze data on wages and salaries, and maintain or develop pay scales for an organization. Oversee the distribution of pay and benefits information to the organization's employees. Administer a company's employee benefits program, which includes retirement plans, leave policies, wellness programs, and insurance policies such as health, life, and disability. In line with design pay-for-performance plans, which include guidelines for bonuses and incentive pay respectively determine commission rates and other incentives for sales staff wrt business vertices.

Ronyd Healthcare Pvt. Ltd. Gurugram (Healthcare Co.)

From March 2014 – To April 2015

AM- Human Resource

Role & Responsibilities:

Overall looking after all HR related activities like – HR analytics, Payroll and Legal & Statuary Compliances, employment cycle, HR budgeting and Secession plan. Prepare all HR matrixes and dashboards as well as compile appropriate data mines for quantitative and qualitative analysis. Interfacing with business heads and developing yearly manpower plans in line with strategic business objectives. To establish organization-wide processes those create good organization health and employee satisfaction. Make a platform to implement experiment, conceptualize innovative ideas and drive them across business levels, locations & cultures. Design, develop and implement programs to continuously engage and motivate staff to achieve superior results. Redress employee queries and grievances within the agreed turnaround time.

Oversee devised Strategic HR practices / processes for enhancing Organizational effectiveness by focusing on employee retentions, revamping of Appraisal system, Benchmarking, MBO, compensation practices and people development initiatives and working directly with Senior Leadership of the organization to strategies on critical business success factor through people management. Manages complex and difficult HR Procedures cross-functionally and coordination with administration of the classification and compensation plan, including updating job descriptions, classifying and reclassifying positions and conducting salary surveys. Acts as the performance improvement driver and provokes positive changes in the people management. Designs and maintain organization vitality charts as the performance of the business unit improves. Led change management process that seamlessly integrated benefits, compensation, retirement plans and prepared all-encompassing reports on total compensation plans.

MCS Communication Pvt. Ltd. Delhi (Services Co.)

From Feb 2010 – To Dec 2013

Sr. Executive- HR

Role & Responsibilities:

Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures. Maintains human resource staff by recruiting, selecting, orienting, and training employees. To process salary and maintain legal and statutory compliance. Come up with new ways to measure employee morale and determine methods for improving overall employee satisfaction. Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions. Prepare and follow budgets for HR operations. Develop and/or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee awards. Resolving Conflicts and Negotiating with Others -- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others. Give direction to subordinates, including setting performance standards and monitoring performance.

Analyze training needs to design employee development, language training and health and safety programs. Oversee the evaluation, classification and rating of occupations and job positions. Identifying suitable vendors, agencies for supplies and service/maintenance; negotiate with them on rates, quality etc. and finalized agreement. Coordinate field movement; manage Travel policy as well as Travel Invoice. Interface with various department regarding HR & Admin related matters and oversee the management of office premises.

EDUCATION, CERTIFICATION & AFFILIATION

MBA/PGDM- HR & IR

Institute of Management Technology-CDL Ghaziabad

PG Diploma in Labor Law & Welfare

Bharti Vidyapeeth University

M.Sc. - Mathematical Science

D.A.V. (PG) COLLEGE

M.Com (P)

Bharti Vidyapeeth University

Professional accomplishments in HR and Payroll software like HR One, Greytrix HRMS, Saral Paypack, Paybooks etc.

Professional in Human Resources V skills Certificate

Professional in Business Management Certificate (IIT-Delhi)

Corporate training in Performance Management System and Training Need Analysis

REFERENCES ARE AVAILABLE UPON REQUEST

P.S.: I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief and nothing has been concealed.

