HIMANSHU SAXENA

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## OBJECTIVE

To secure a challenging position in an organization where there is an opportunity for innovation and growth.

### SUMMARY

* Job Career spanning 6 years+
* Exposure to several areas of Payroll, Labor Laws Compliance, Liaising, Maintenance of Reports & Register, Manpower planning, Recruitment & Selection and Various HR & admin activities.

### WORK HISTORY

Presently Working **with Paam Eatables Limited, Greater Noida (UP)**

**Designation**: Sr. Executive (HR & Admin)

**Duration**: February-2016 to till date

* Recruit, Induct and Build the Talent particularly at workmen & Staff level in line with the requirements of Factory operations.
* Plan the manpower requirement at all levels/categories of the workforce basis the standard manning norms and ensure availability of required number of manpower at all times to meet the factory operations requirement.
* Payroll Management, Monthly Salary Processing & issuance of Pay slips of employees monthly.
* To ensure that the grievances of the associates are redressed effectively on time by following the grievance Redressal guidelines.
* To maintain discipline within the Factory premises at all levels in accordance with the Company Standing Orders or the relevant statutory laws.
* Preparation of returns ( Monthly / Half Yearly/ Yearly) Factory act, PF act, ESI act, labour Welfare Fund act, and Contract Labour act etc.
* Organizing HR initiatives like birthday celebrations, annual days, events, etc.
* Handling Hygiene, Housekeeping & Cleanliness, Security and general administration activities.
* Coordination liaison between employees and management

**GD FOODS MANUFACTURING (I) PVT. LTD. NEW DELHI.**

(Unit-: GD Bakers Pvt. Ltd. Bawana, Delhi)

**Designation**: Personnel Officer (HRD)

**Duration**: August 2012 to February-2016.

* Wages & Salary Administration and Full & Final Settlement
* Manage PF & ESI Remitting & Returns
* Assist Factory Act Compliance & Manage Various Labor Law Compliance
* Manage the Labor Welfare Activities Under Labor Laws
* To Establish the Co-ordination with Govt. Dept. and Public Agency with Liaising
* To Manage Office Management and Employees Transportation, House Keeping & Administration

**HINDUSTAN SYRINGES & MEDICAL DEVICES LTD. FARIDABAD.**

**Designation**: Time Office Assistant.

**Duration:** June 2010 to August 2012.

* Overview the all Time Office, wages administration and overtime monitoring.
* Maintaining registers and records and documentation of all employees.
* Attendance checking of all employees.
* Daily reporting to all production lines heads relating to the manpower provide.
* Computation and remittance of P.F., and E.S.I
* Filling all statuary forms related to P.F. and E.S.I.
* Half Yearly & Annual Returns of Factory Act.
* Assist to management to Liaising with Govt. Department

### ROLES & RESPONSIBILITIES

**Payroll;**

* Finalizing attendance
* Wages & Salary Administration.
* Making and giving MIS related to manpower and Time office.
* Making Leave Encashment & Disbursement of Transport Charges and Vehicle maintenance & other charges.
* Handling claims & reimbursements.
* Handling grievances related to salary, attendance and PF & ESI benefits etc.

**Statutory Compliance;**

* Computation and remittance of P.F., E.S.I. of all Employees
* Filling all statuary challans and returns related to P.F. and E.S.I.
* Timely submission of Returns & legal forms /reports of labor laws
* Preparing Legal Documents & Registers.
* Handling inspection from various departments like ESI, PF, labour, Factories, Health etc
* Co-ordination with Govt. Dept. and Public Agency with Liaising

**Full & Final Settlement;**

* Handling exit interviews.
* Ensuring the closure of settlement within 30 days of the employee leaving the services,
* Preparing the Full & Final Settlement sheets of the employee separating from the organization, handling employee queries specific to the exit process, checking for any outstanding recovery against the resigned employee.

**Manpower Planning;**

* Deploy labour as per Requirement in Department.
* Daily Monitoring on planned & unplanned Absenteeism.
* Doing Manpower Planning and estimation with Unit head
* Making Monthly manpower report & manpower Budget.

**Recruitment & Selection**;

* Handling Process of Recruitment & Selection.
* Developing and revisiting Job Descriptions
* Sourcing resumes from diverse sources and arranging interviews.
* Coordination with consultants or posting vacancy in recruitment portal regarding the positions in the company.
* Arranging Interviews, Closing salary negotiations with the shortlisted candidates.
* Ensuring necessary documentation all across the process.
* Preparing Joining Reports & Personal File.

**HR Operations;**

* Participate in employee appraisal review along with senior management to give feedback on the resources and discuss the salary revision.
* Ensuring maintenance of amicable employee-management relations in the organization, by encouraging welfare amenities.
* Implementation of HR policies for good industrial relations as per management obligations.

**Admin Activities;**

* Administration activities like factory Hygiene, Personal Hygiene & Housekeeping.
* Entire gamut estate maintenance.
* Handling security, Pantry & Canteen.
* Looking after day to day office activities.

## EDUCATION

* **Master of Human Resource Management (M.H.R.M.)** from Dr. B.R.A University, Agra. From 2006 to 2008
* Graduation from Dr. B.R.A University, Agra from 2002 to 2004.

**TRAINNING**

* Have done summer project (of 45 days) in JCB India Ltd. The area of the project was Employee Retention.
* First Aid Training from St. John Ambulance in Delhi
* Fire & Safety Training in LG Electronics (I) Pvt. Ltd.

**PERSONAL DETAILS**

Date of Birth : 18th Dec 1985

Father’s Name : Mr . Arvind Kumar Saxena

Marital Status : Married

Current CTC : 3.6 LPA

Expected CTC : Negotiable

Date: -

Place: - **(HIMANSHU SAXENA)**