

Santosh Kumar Patel
E: skpbhuvns@gmail.com
M: 9811727993/ 8802020238

PROFILE

A competent professional with 12+ years' experience in Human Resource Management and Administrative Functions. Handled all employee enquiries & grievances. Negotiated with staff and their representatives on issues relating to pay and conditions. Experienced in Payroll management, manpower planning, recruitment, developing performance management system, statutory compliance, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.

Core Competencies includes;

Human Resource, Recruitment, Payroll management, Participate in Planning & Development Personnel Management, MIS Skills, Problem Solving, Inventory Control, Employees Welfare/ Retention, General Administration, Contract Labour management

Skills – Sympathic attitude, quick decision, integrity, patience, leadership, social responsibility, ability to multitask, motivational, conflict management, negotiation skills

EMPLOYMENT PROFILE

- 1 **Essence Fintech Pvt. Ltd.**, Udyog Vihar, Phase 4, Gurgaon
Designation: Manager (HR & Admin) from **25th Feb 2020 to till date**
- 2 **AVTEG Pvt Ltd**, JMD Megapolis, Shohna Raod Gurgaon
Designation: Manager (HR, Admin) **1 May 2017 to 21 Feb. 2020**
- 3 **TR7 Healthcare India Pvt. Ltd.** Mahipalpur, New Delhi
Designation: Asst. Manager – HR & Admin, **July 2015 to April 2017** (transfer to UDAY)
- 4 **Krishna Facility Management Services**, Shahpurjat, New Delhi
Designation: Asst. Manager – HR & Admin, Duration: From **July 2007 to June 2015**
- 5 **Rashi Entertainment Pvt, Ltd.** Greater Kailash, - II, New Delhi
Designation: Executive – HR Duration: From Jan 2007 to June 2007

Phase 1: HR Activities

- ⇒ Plan and manage recruitment and selection of staff
- ⇒ Plan and conduct new employee orientation
- ⇒ Identify and manage training and development needs for employees
- ⇒ Develop and implement human resources policies and procedures
- ⇒ Support annual salary review, performance appraisals, & increments.
- ⇒ Implement and monitor performance management system
- ⇒ Handle employee complaints, grievances and disputes
- ⇒ Administer employee discipline processes
- ⇒ Review and update employee rules and regulations
- ⇒ Maintain the human resource information system and employee database
- ⇒ Coordinate employee safety, welfare and wellness
- ⇒ Maintain knowledge of legal requirements and government reporting regulations affecting HR functions
- ⇒ Offer Letters, Appointment Letters, and Confirmation letters, Increment letters, Promotion letters, Appreciation letters, Transfer Letters, etc.
- ⇒ Event Management, Birthday Wish & celebration
- ⇒ Maintaining record & files related of all employee and general correspondence.
- ⇒ Processing monthly attendance musters for employees, Payroll process

- ⇒ Tracking attendance, maintaining leave records including Maternity Leave, PF records, ESIC records, issue letters, etc.
- ⇒ Taking care of the Joining formalities, Exit formalities & Ensuring completion of Full & Final Settlement of the left employees

Phase 2: Statutory Compliances

- ⇒ To maintain all documents for statutory compliance of Factory, ESI Act, EPF Act, Payment of Bonus Act, Payment of Gratuity, The Minimum Wages Act, Contract Labour (Regulation and Abolition), Maternity Benefit, Employees' Compensation
- ⇒ Making necessary statutory deductions include PF, Professional tax, Gratuity, Labour Welfare Fund, etc
- ⇒ Statutory compliance (attendance, muster roll, wage register, Identity card) prepare on real time.
- ⇒ Updating statutory compliance and other legal case files periodically
- ⇒ Co-ordinate Internal, external audit and any labour authority's inspection.
- ⇒ Maintaining all statutory records and returns in Hard copy and Soft copy

Phase 3: Payroll, Compensation & Benefit

- ⇒ Developing organization pay policy including flexible benefits, leave encashment policy, etc.
- ⇒ Defining payslip components like basic, variable pay, HRA, and LTA
- ⇒ Gathering other payroll inputs (e.g., organization's food vendor may supply information about the amount to be recovered from the employees for meals consumed)
- ⇒ The actual calculation of gross salary, statutory as well as non-statutory deductions, and arriving at the net pay
- ⇒ Releasing employee salary
- ⇒ Depositing dues like TDS, PF, ESIC, LWF etc. with appropriate authorities and filing returns
- ⇒ Consolidation & maintenance of attendance and Leave records
- ⇒ Salary processing for the employees
- ⇒ Salary / Compensation structuring for new joiners & existing employees
- ⇒ Handling salary related issues/grievance.

Phase 4: Recruitment

- ⇒ Identifying the Hiring Needs
- ⇒ Preparing the Job Description – Title, Duties & Responsibilities, Qualification & Skills, Location Compensation, Perks & Benefits
- ⇒ **Talent Search** – Transfer, promotion, demotion, existing employee, retired employee, previous applicant, advertisement, job portal, company's careers site, social networking platform, placement agency, job fairs, campus placement
- ⇒ Screening and Shortlisting
- ⇒ **Interviewing** – Telephonic screening/video intervening, psychometric testing, face to face interview
- ⇒ **Evaluation and Offer of Employment** - Checking the References, Making the Job Offer, Onboarding, Evaluation and Optimization of the Recruitment Process
- ⇒ Introduction and Induction of the New Employee

Phase 5: Training & Development

- ⇒ Preparation of the Yearly & Monthly Training Calendar based on the Training Need identifications.
- ⇒ Organizing Training as per the Calendar and organization requirement.
- ⇒ To draw-up training plan for all Associates along with the departmental managers, ensure its implementation and assess the effectiveness of the training inputs.
- ⇒ Evaluation of the employees post training program

Phase 6: General Administration

- ⇒ All administrative matters like Time keeping and attendance, maintenance, upkeep and repairs of company's assets, Telephone lines, internet lease line, mobile phones, logistics and courier services, procurement, storage and issue of stationery and compensation of employees
- ⇒ Dealing with suppliers for Uniform and cleaning material supplier.
- ⇒ To accomplish all reimbursements like Fuel, Mobile and Medical on timely basis

- ⇒ To handle administrative activities involving purchase of equipment, House Keeping, Vendor management, Event management, Infrastructure Management
- ⇒ Managing repair, maintenance & replacement of office equipment, appliances, furniture, furnishings, vehicles, building, etc
- ⇒ Asset Management of all Site operations assets across multiple locations
- ⇒ To handle and monitor all Statutory Compliance areas such as Factory License, Labor License.

EDUCATION

1. PG (IRPM)* Passed from Mahatma Gandhi Kashi Vidyapeeth Varanasi UP
2. BA (Hindi Hons.) from BHU Varanasi

Place: New Delhi

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