**CURRICULUM VITAE**

**Correspondence Address**

S/o Sh. Ram Parkash

Vill. Baithrin, P.O Jejwin,

Teh. Jhandutta,Distt. Bilaspur,

PinCode.174017.

ContactNo.-09463366247 **VINEET KUMAR** Email- Vineetkumarsharma87@rediffmail.com

Qualification : - B.SC From H.P.University Shimla. . 12th From H.P. Board Dharamshala.

1 0th From H.P. Board Dharamashala.

Professional Qualification:-

M.B.A in Both Major & Minor in HR from Punjab Technical University Jalandhar Through PC Point

Ropar.

PROJECT UNDERTAKEN:-

Summer Training:

Organization: DCM Engineering Ltd.

Project:-Human Resource Practice in Engineering Industries.

Duration: Two Months.

**Working Experience 6 Years 5 Months Approx**.

**Presently Working with M/s Singla Builders & Promoters Ltd. An ISO certified 9001:2000 Chandigarh as an Assistant Manager Human Resource (Corporate) from 1st Dec 2011 to till date. Singla Builders & Promoters Ltd. is fastest growing Real Estate & Engineering Industry (Tarni Hydro Elect. Power Pvt. Ltd) having 8 branches in Chandigarh, Punjab, Haryana and Himachal Pradesh with Manpower of 250 Employee’s in both of two units. I am looking Here Over All Activities Related To Personnel And Admin Department also Look After The ESIC & PF Work, Time office, Salary & Wages, recruitments, appraisals, induction of new entrants, House Keeping, employee engagement activities, Manpower Planning, Gate Management, Securities Premises & Assts, Record Of Fire Extinguishers Etc.**

**Worked with M/s HIND MOTORS LTD. Industrial Area Phase-1 Chandigarh As a HR Executive from 4th April 2011 to 30th Nov .2011. Hind Motors was a Largest Dealer of Bajaj & Tata Motors like: Indico, Manza, Safari, Neno & Fate etc With Manpower of 500 Employees In all Chandigarh And Punjab. I Looked over all Activities Related To Personnel Department And Also Looked After The ESIC & PF Work, House Keeping, Manpower Planning, Gate Management, Securities Premises & Assts, Record Of Fire Extinguishers Etc.**

**Worked with M/s HIM CHEM LTD. Khera Nalagarh Distt. Solan (H.P) As a HR Assistant from Feb. 2009 to April 2011. I Started My Career as a HR Trainee In Feb. 2009 To HR Assistant in April 2011. HIM-CHEM LTD. was a leading manufacturer of POY, FDY, Textured yarn having capacity of 40ton per day with manpower of 250 employees.**

**JOB PROFILE:-**

**Time Office:-**

* Updating Attendance on monthly basis and finalizing it for salary processing. Keeping the leaves records of the employees
* Responsible for Salary/ Wages Register, Verification of Outside Agencies/Contractors Bill.
* Monitoring Salary and Wages, Preparation of yearly budgets for salary/wages.
* Prepare quarterly reports of Gratuity.
* Prepare Monthly, Daily CTC to all employees, & Manpower Report.
* To maintaining Over Time register Daily & Calculate it at end of Month.
* Making and issuing of various letters like offer letters, Appointments letters, Relieving letters, Salary restructuring letters etc.
* Keeping track of employee’s activities in terms of confirmation, promotion, transfer and their separation.
* Updating the employees from time to time about the company policies and changes if there are any and ensuring the policy to be implemented effectively.
* Handling Pay Roll, like FoxPro, & ERP software & Human Resource Management dot net.
* Generating HR MIS Reports.
* Prepare full and final of all left employees.

**Recruitment & Selection**:-

* Identify, understand, evaluate, source and deliver organizations manpower requirements for different levels.
* Negotiating, Salary Restructuring and rolling out the offers to the candidates.
* Maintaining candidate database.

**Joining Of New Employee**:-

* Undertaking Joining formalities, documentations & Induction/Orientation for all new joinees.
* Sending introduction communication email for all new joinees.
* Maintaining a track of induction Feedback forms
* Preparation of Appointment Letters, Preparing personnel file of new entrants, preparation of ID Card.
* To complete Bank Account Formalities of All of new joinees.

**Performance Management:-**

* Issuing Performance Review Forms to employees & sharing the form with respective heads for feedback.
* Gathering the feedback from employees for the process improvements.
* Initiating Quarterly Performance appraisal followed by annual review & rewarding. Appraisal Process follow-up and preparing increment letters.
* Collating appraisal data received from all heads and sending it to the MD for final sign off.

**Exit Process**:-

* Completing Exit formalities.
* Conducting exit interviews, identifying reasons of attrition, analysis of attrition, action planning and implementation
* Issuing Relieving letters & experience certificates

**Liaisioning with govt. Sector**:-

* To complete the formalities of new joining registration under P.F & ESIC,
* Preparation of ESIC Cards, Preparation of monthly Challans (PF & ESIC).
* Preparation of monthly yearly & half yearly returns (P.F, ESIC, and Factory Act), timely deposit it also.
* Liaison with ESIC, PF, Labour office, Liaisoning with all local govt. office & local authorities.
* To complete the formalities for taking the PF and ESIC Number and also taking contractor Licensing and etc**.**

**Employee Engagement/Relation:-**

* Handling and solving issues faced by the employees related to Time, Leave, attendance, Policies and Procedures.
* Initiating various types of employee’s engagement activities.
* Planning & organizing team activities, office functions & celebrations for development of harmonious work culture within the organization.
* Handling queries & grievances of the employees.

**Administration:-**

* Administration of transportation, maintenance & Up Keeping of company vehicle.
* Housekeeping of plants premises, Administration of security Department for various sites.
* Overall canteen administration, coordination with the canteen contractor regarding food qualities**.**
* Maintaining canteen coupons/mess records.

**Personal Characteristics**:-

* Honest Humble, Integrity & Hard working
* Can adapt very well to the changing environment.
* Excellent capability to work in and understand diverse culture.
* Excellent communication & inter personal skill, broad base Knowledge.
* Ability to lead & motivate others.

**Personal Details:-**

* Date of birth : 10-05-1984
* Father name : Sh. Ram Prakesh
* Correspondence Address : H/No –P134, Near Gurukul School,

Ropar (Punjab)

* Languages Known : English, Hindi & Punjabi
* Marital Status : Married
* Traits : Planned, Organisation, Goal

Directed, Motivating and Team

Oriented attitude.

* Hobbies : Playing Cricket, Listening Music.

**Declaration**:-

I am fully confident that the event of my getting an opportunity to serve you. Sir I will discharge my duties in such a manner to promote the interest & Prosperity of Your organization

Place………….

Date……………

(Vineet Kumar)