

## **NITIN SHARMA**

**Email ID: - nsharma241984@gmail.com**

**Mobile No: +91 8826993393**

### **Carrier Objective**

**Hard working Business management Post graduate with proven Track-record of over 11 years 5Months into HR Operations, Payroll & compliances. Seeking to apply my skills & expertise to a managerial position in an organization of repute.**

### **Skills**

**Human Resource Management ~ HR Manpower ~ HR Generalist Activities ~ Talent Acquisition ~ Vendor Management ~ Data Base Management ~ Performance Management System ~ Learning & Development ~ Employee Engagement ~ Employee Relations ~ Administration ~ Payroll ~ Joining Formalities ~ Exit Formalities ~ Statutory Compliances ~ Statutory Audits.**

- 
- 1. HR & ADMIN in Charge - AVR Infraspac Pvt Ltd- (December'2018 to till date) Location: Shalimar Bagh, New Delhi - 88**

### **Key Responsibilities**

- > Managing Recruitment & selection activities as per Business requirement.
- > Managing employees on boarding, orientation & induction Programme.
- > Draft all kind of letters (Offer, Appointment, Transfer, Confirmation,) etc.
- > Processing payroll of on roll & off roll employees across Pan India.
- > Payroll management along with statutory compliances.
- > Responsible for monthly & Half Yearly return of PF, ESIC, PT & LWF.
- > Compensation and benefits administration.
- > Handling employee grievances related with payroll & compliances.
- > Managing succession planning of staff.
- > Employee relations, Employee safety, welfare, wellness, and health.
- > Time office management of all the sites across the division.
- > Maintain HR records of employee related to Leaves, appraisal.
- > Responsible for full N final & Exit formalities of employees.
- > Planning, organizing, and controlling the day today activities of the HR department.
- > Responsible for in-house administration activities.
- > Travel Desk Management.
- > Vendor Management.
- > Training & Development Plan.

- 2. HR Executive – Appletree Facade Maintenance Pvt. Ltd. (Jan'2011 to October'2018)**

**Location: IMT Manesar, Gurugram Hr.**

### **Key responsibilities**

- > Handling Recruitments and complete all joining formalities at the time of joining of employee.
- > Draft all kind of letters (Offer, Appointment, Transfer, Confirmation,) etc.
- > Maintaining and updating employee's personal file.
- > Responsible for Monthly Audits, Statutory Labor Compliances.
- > Maintain Compliance register. (Work man Register, Muster Roll, Fine, Advance & overtime etc.).
- > Responsible for statutory audits at Client Sites(DLF ,JLL,Cushman & Wafefiled, CBRE,etc).
- > Prepare full and final settlement.
- > Visit Labour courts on behalf of Management.

- > Time office management.
- > Generate online ESIC card & UAN number, linking with Aadhar card.
- > Handling general administration including Housekeeping and Procurement of office stationery.
- > Vendor Management.
- > Assist Operation Team in manpower grievances resolution.
- > Employee Engagement activities like Birthday Celebration, Anniversary celebration, Deepawali celebration etc.
- > Training and Development plan.

### **Education**

---

- ☐ Graduate (B.A. Pass 2014) from Maharishi Dayanand University, Rohtak Haryana.
- ☐ MBA (Human Resources Pass 2021) From Jaipur National University, Jaipur Rajasthan.

### **Skills & Strength**

---

- > Leadership Skills
- > Decision Making Skills
- > Passionate for work
- > Problem Solving Skills
- > Business Development Skills

### **IT Skills**

---

Computer Proficient.  
Knowledge of MS Office Tools (Word, Power point, Excel)

### **Personal Profile**

---

Date of Birth : 24-09-1984  
Father's Name : Lt. Sh. Vijay Kumar  
Address : RZ-E-9, New Roshan Pura, Najafgarh, New Delhi -43.  
Language Known : English and Hindi  
Gender : Male  
Marital Status : Married  
Nationality : Indian

### **Declaration**

---

I confirm that the information provided here by me is true to the best of my knowledge and belief.

Place: .....

Date: .....

**Nitin Sharma**  
(Honesty is the best policy)

