

SENIOR HR & ADMIN MANAGEMENT PROFESSIONAL

An innovative, visionary leader with 6+ years of robust and qualitative experience in providing strategic leadership in diversified industry segments.

PROFESSIONAL SUMMARY**KEY COMPETENCIES-**

HR Strategy Planning & Performance
HR & Admin Operation
Payroll and HRMS System
People management
Facility management
Employee Lifecycle Management
Innovation / Change Management
Process Improvement
Induction/Onboarding
Performance Management

A senior HR and Admin Management professional with robust experience in multicultural environments, delivering business values and operational efficiency through design & implementation of people management & practices.

- Expertise in managing employee lifecycle via HRMS systems, reporting and resolving complex HR queries involving employee relations.
- A keen planner and implementer with expertise in formulating policies and best practices of the associated organization.
- Instrumental in identifying business problems, formulating tactical plans, initiating change, and implementing effective HR programs.
- Expertise in managing the upkeep of office administrative facilities and ensuring smooth running of daily miscellaneous activities to provide harmonious work culture to employees.

ORGANIZATIONAL EXPERIENCE

ZONTA Infratech Pvt. Ltd, Noida, India

Nov 2020 – Present

Senior Executive (HR and Admin Specialist)

PAST EXPERIENCE

Waidhan Tyres Pvt. Ltd, Singrauli, MP as (HR & Admin Executive)

Aug 2017 – Aug 2020

Growth Path:

Aug 2013 – Jun 2015 as Officer HR & Admin in D.P. Jain & Co. Infrastructure Pvt. Ltd, Karnataka

PROJECT UNDERTAKEN: Karnataka State Highway Improvement Sondatti-Ramdurg Road Project (Srrp)

Feb 2012 – Jul 2013 as Senior Assistant Personnel Administration (P&A) in Simplex Infrastructure Ltd, Bangalore

PROJECT UNDERTAKEN: Metro Project in BMRC – 2 (Bangalore Metro Rail Project)

Notable Highlights: HR SUPPORT AT SITE

- Process the monthly pay Roll Employees & MIS report in the end of the month for both Regular & Outsourced employees of the Projects with proper salary inputs in to customized software set by company in ERP System.
- Grievance handling of employees related to attendance, leave, salary, reimbursement of perks, and many other issues.
- Facilitate resolution of issues through collaboration and communication with relevant stakeholders.
- Updating & monitoring Personnel files & employee's database alongside organizing Induction Training for new recruit's employee.
- Plan for the relevant HR initiatives/programs for their project site in consultation with corporate office team.
- Safety Arranging and providing in-house training on Effective communication skills, Health &, Environment Management System, Time Management any many more technical training through respective HOD's of department.
- Partially involvement in selection process and a part of panel interview with department head.
- Pursuance of letter of intent, offer/appointment letter /joining formalities/ Clearance Certificates,
- Manpower Identification as per site requirements and submission of manpower reports.
- Played a prominent role in managing system tool implementation, involving background check, and vendor change management.
- Ensure that all project information is appropriately documented and secured through the right reporting mechanisms.
- Managed attrition and exit interview process, which was globally scalable and streamlined for consistency.
- Ensure PMS implementation on a timely basis with mid-year and end-year discussions occurring in a timely manner.
- Prepare a yearly schedule of HR activities to be performed.

Notable Highlights: CONTRACT LABOUR MANAGEMENT, STATUTORY COMPLIANCES AND ER

- Ensure Maintenance of all statutory records Like, Muster Roll, Wage Register, Register of Overtime, Fines, Deductions of Damages & Lose, and Register of Advance as per the Contract Labor Act & BOCW, Maintain the records required for P.F, ESI, and Bonus Act.
- Ensure maintenance of all requisite statutory compliances as per applicable labour laws with timely renewal of License & Registration to the Competent Authorities. And Generate compliance certificate on quarterly basis and submit to the management.
- Resolved the accidental issues causes' injury (Injury and Fatal) immediately with proactive measures to address the workers by analyzing their emotions towards the incident with a strategy, best fitted to the situation in order to control the mob & proceed with proper documentations as per EC Act 1923.And To ensure that all reported grievances like nonpayment, strike etc. Should be redressed within very minimum time schedule.
- Provided support in handling Single PF code across the Group from UAN creation to submission of claims.
- Handled notices received from various statutory authorities.
- Coordination with Time keepers for collecting muster roll of PRW/supplier for wages sheet
- Processing of payment of contractor's bill by verifying the insurance, PF and wage sheet & various other compliances.
- Developing and executing an annual agenda for HR strategy in line with the business plan and ensuring that the HR plans are flexible enough to cope with changes in the organization.
- Achieving effective knowledge transfer by facilitating trainings to employees, and building relationships with clients, as appropriate, including resolution of service problems.
- Driving significant efforts in ascertaining that the activities within their area of control are carried out in line with internal procedures, budget constraints and contractual requirements
- Developing performance management system and compensation strategy aligned to best practice & market standards.

Notable Highlights: ADMINISTRATIVE SUPPORT

- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Arrangement of Staff bachelor accommodation/Staff Family House.
- Responsible for annual admin budget preparation
- Vendor Management, House Agreements/Office Agreements etc.
- Arrangement of Medical Facility for Staff and site labour.
- Vehicles movements and prepare there billing.
- Maintenance of Office / Site equipment's such as Computers, Xerox machine, Plotters, Vehicles, Pantry equipment's etc.

INDUSTRIAL VISITS

- **Organization:** Mission Vivacare Ltd, Pithampur

ACADEMICS AND PROFESSIONAL DEVELOPMENT

- **MBA in HR**, Aliya Polytechnic College, Bhopal
- **B. Sc.** In Biology from B.U. University, Bhopal (MP)
- **HSC and SSC** from MP Board

PERSONAL SNIPPETS

- **DOB:** 30th March, 1984
- **Gender:** Male
- **Languages Known:** English and Hindi
- **Address:** Vill- Dhapsa, P.o- Saroundha, Distt- Singrauli MP