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|  | **ASHOK KUMAR GUPTA** |
| EMAIL ID :- ashokgupta30@gmail.com |
| MOBILE:- | 9313343087,7018829187 |
| DATE OF BIRTH:- | 24JAN.1975 |
| RESIDENCE:- | H–135,SECTOR–22,**NOIDA** |

**Human Resource and Administration**

**OBJECTIVE :-**

To get a responsible position in an Organization to utilize my skills and knowledge to contribute for developing and executing HR and Administration polices and processes. Reporting for Corporate, field HR and Administration related issued and solutions to the Top Management.

**Key Responsibilities**: **HUMAN RESOURCE**

**1.Talent Acquisition** :

# Prepare the recruitment plan as per MRF & the Org. Chart for the job openings.

# Prepare the job descriptions with the help of concerned departmental head.

# Ensure a favorable sourcing mix of various mediums like employee referral, consultants, portals, database, social site and campus hiring.

# Conducted massive recruitment for new projects in record time thru Head Hunting Process, Poaching, Sourcing through Consultants, Campus & Walk-in Interviews, recruitment drive, etc.

# Involvement in the selection processes including interviews, aptitude test, psychometric tests, personality & behavioral questionnaires, etc.

# Maintaining the hiring tracker, attrition reports and MIS for respective verticals and generating timely reports for reviews.

# Reviewing Recruitment cost, & HR updates on the monthly basis & suggest cost cutting measures.

**2. On boarding and Induction:**

# Online Joining Formalities of new recruits and co-ordination with concerned departments for smooth facilitation.

 # Give an overview of the organization to new joiners; introduce new comers to the HR policies, benefits & company’s rules and regulations.

 # Sending induction mail to the concern department for multi location joining – HO, Plant and branch offices.

**3. HR Operation**:

# Preparing Appointment letters & confidential agreement to be given to new joiners.

# Joining report, User ID form & other necessary paper works like bank opening form, PF form, ESI form, declaration etc. (if applicable)

# Issue access card, sim card, laptop/desktop, e-mail id & other stationary items as per the requirement with help of IT & admin departments.

# compiling all the data into a permanent file to maintain database

# Handling the HRIS encompassing Employee database, MIS, joining & exit tracker and F &F tracker

 # Ensuring timely issue of the confirmation letter to the probationary employees.

**4.Performance Management system**:

# Plan and prepare the annual appraisal process as per the job and area of work.

# Communicating the process to all appraise & appraisers.

 # Responsible for Annual appraisal end-to-end process of Prime Electric Ltd. (Corporate Office, Branch Office, Factory Plant

 # Initiated the process of review, based on timely communication, straight feedback & personal counseling process.

# performance reviews (Quarterly, Half Yearly), processing on-going confirmations, increments, promotions, ensuring compliance, timely completion and documentation of the entire process in an Individual fact file.

 # Generate consolidated report based on the appraisal forms received from the employee (Self-Appraisal) and from the Project Manager with grades and comments and submitting the “Final Fact File” to the management

 # Responsible for tracking the performance of newly hired employees on the basis of Performance Evaluation, which helps in employment confirmation or extending the probation period

# Generating the increment and confirmation letters and updating the same in HRIS.

**5.Payroll Management**:

 # Handling end to end Payroll management of multi-location sites and HO.

# Managing all reimbursements like LTA, medical, fuel, annual gist, food coupons, etc.

# Generating Reports – Business wise, department wise, grade wise & location wise headcount report , MIS, Pay band analysis, costing, salary projection, etc.

# Timely disbursement of Incentive & Bonus.

# Independently handling Employee disbursal management (loan, salary advance, leave encashment, etc.).

**6.Leaves, Attendance & Time Management**:

# Co-ordination with all sites, branch office, plant for the Leaves, attendance & Time for monthly data collection for salary processing.

 # Ensuring Proper documentation of leave & on duty slips for the purpose of auditing.

# Maintaining master data base of employees & managing employee’s personal files.

# Generating timely reports for Audit, Finance Department, Review meetings (CEO & Chairman Review), etc.

# Preparing HRIS and MIS.

**7.Policy Formulation & Implementation**:

# Assist in formulating the SOP on HR Processes & Employee Hand Book.

# Reviewing HR Policies and practices to ensure they are in compliance with the legal and regulatory framework.

# Implementing HR Policies across the organization.

# Monitoring the activities of the employees in accord with the policy and code of conduct of the company.

**8.Employees’ Insurance Coverage**:

# Educating all employees both at site & HO regarding usage of Mediclaim policy, GPA (Group personal accident) & GTL (Group Term Life) insurance coverage.

#PAN India SPOC for handling medi-claim related queries.

# Co-coordinating with the TPA for timely reimbursement of medi-claim.

# Responsible for Additions & Deletions of employees on monthly basis.

**9. Statutory Compliances**:

# Ensuring timely deposit of PF & ESIC Challan and Documentation

# Liaoning with Government Officials

# Documentation for Statutory Compliances (under The Building and Other Construction Worker's Act,

# Shops and Establishment Act, Contract Labour License etc.)

**10. Employee Separation**:

#Ensure proper documentation of the process of separation.

#Getting NOC from the respective department

#Processed Full & Final Settlements (including LTA, Notice Pay Recovery / Reimbursement, Leave Encashment, Provision of Gratuity amt.) of resigned employees all over India.

#Ensure uniformity of practice in separation procedure.

**Key Responsibilities - ADMINISTRATION**

**1. Front Office Management**

a. Maintaining Reception Area to facilitate the guests / clients.

b. Arranging facilities for presentation and meeting in Conferences and

Meetings.

c. Ensure cleanliness in all areas as a whole as per check lists and regular follow

up for completion satisfactory services.

d. Ensure that outgoing couriers are properly recorded and incoming couriers

are properly distributed.

**2. Plant and Office Administration:**

a. Ensure smooth functioning of photocopier, fax, printer and courier services.

b. Responsible for housekeeping, office administration and managing the

general up keep of the office, security equipment etc.

c. Take rounds of the facility regularly to identify issues in Housekeeping/security and Cafeteria etc. and initiate immediate rectification

actions.

d. To provide and maintain infrastructure in office premises. Maintenance of the

office furniture; fixtures, plantations etc.

e. Manage and monitor inventory and stocks of stationery and other

consumables.

f. Maintain strong relationships with vendors and keep price data in order to get

best pricing on supplies and services

g. Develop and carry out an efficient documentation and filing system for both

paper and electronic records.

i. Delegate tasks as appropriate to other members of the team

**3. Petty Cash management**

a, Budgeting, cost management

b. IT inventory and office asset maintenance

c. To prepare monthly cost sheet.

d. To assist in planning ; implementation so as to keep expenditures under

Budget.

e. Conduct analyses of equipment usage and services.

f. To ensure policies implementation.

**4. Vendor management:**

a. Responsible for procuring and maintaining office stationery through CPT.

Prepare, Review, finalize vendor contracts and related matters.

b. PO release, Payment Processing and disbursement of Payment to vendor.

Manage indents received from employees.

c. Maintaining a database of vendors.

d. Invoice documentation to process purchase orders, waivers, payments and

related duties as assigned.

e. Ensure proper verification of invoices &amp; processing.

f. Track the expenditures, invoices for monthly provisions &amp; budget inputs.

g. Follow-up with accounts for payments.

h. Generate and analyze monthly and quarterly MIS and Management reports.

Participate in budget planning and track the same for adherence.

**5. Security and Safety Management:**

a. Man, Material and Information on Security and Safety

b. Security Compliances, safeguard from Theft, Sabotage, Encroachment

c. Physical Security, and Electronic Security.

d. Visitor Management, Access Control, Gate Passes

e. Movement of Material (Inward/Outward), Office Property & Equipment

f. Liaising with Govt Bodies of Local Authorities

**6. Housekeeping and Canteen Facility**

a. Housekeeping in Plant Premises

b. Repairs and Maintenance of service facilities

c. Handling Canteen facility

d. Hygiene quality

f. Timely payment of facility bills after checking bills.

g. Cafeteria Equipment maintenance

h. Train, supervise and support office staff, including receptionists, securityGuards

**PROFESSIONAL EXPERINCE :-**

Working as **Dy.** **Manager (HR)** with **Surbhi Satcom Pvt. Ltd., Noida** from **Nov. 2018**. This is a manufacturing unit of Surbhi Group ([www.surbhiindia.com](http://www.surbhiindia.com) ), which is fully integrated in end to end product and solution to OEMs and also been established as an EMS in India.

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| **COMPANY NAME** | **COMPANY PROFILE** | **DESIGNATIN & DURATION** | **REPORTING OFFICE** |
| SARV BIOLABS. PVT. LTD. [WWW.SARVBIOLABS.COM](http://WWW.SARVBIOLABS.COM) | Manufacturer of APIs (Salts) for Pharma Companies | Asstt. Manager (HR & Admin.)Sept. 2015 – Oct. 2018  | NEW DELHI/Kalaamb  |
| METRO TYRES LTD. [WWW.METROGROUP.CO.IN](http://WWW.METROGROUP.CO.IN) | Tyre, Tube and Chain manufacture for Vehicles & OEM) | Sr. Executive (HR)Feb. 2008 – Aug. 2015) | NOIDA |
| INDIAN EXPRESS MUL. LTD.([WWW.ETTGROUP.IN](http://WWW.ETTGROUP.IN)) | Developer of IT Parks | Sr. Executive (HR & Admin.)(Nov. 2005-Jan.2008) | DELHI |
| MOSER BAER (I) LTD.([WWW.MOSERBAER.COM](http://WWW.MOSERBAER.COM)) | Manufacturer of CD, DVD, Optical Media Devices | Executive (Admin.)(Nov 2003-Oct 2005) | GREATER NOIDA |
| AES LABORATORIES PVT. LTD.([WWW.AESLABS.COM](http://WWW.AESLABS.COM)) | Commercial Lab in Environment, Petroleum, Material etc. | Executive (HR & Admin.)(Mar.2001-Oct.2003) | NOIDA |

**EDUCATIONAL EDUCATION :-**

* **MPA in HR** from Jiwaji University, Gwalior (MP) in 2000 (67.20%)
* **M.Sc. in Statistics (2 Semesters)** Bundelkhand University , Jhansi (UP)
* **B.Sc.(Hons.) in Statistics** from Bundelkhand University, Jhansi (UP) in 1995 (74.4%)
* **Intermediate (12th) in PCM** from U.P. Board, Allahabad in 1992 (61.4%)
* **High School (10th) in Science** from U.P. Board, Allahabad in 1990(76.6%)

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**TRAINING & DEVELOPMENT:-**

* Implementing and Taking Lectures on subjects like Human Resource, Organizational Behavior, Environmental Management, Performance Measurement, Employee Relations and Good Management Practices (GMP).

**EXTRACURRICULAR ACTIVITIES/ PARTICIPATION:-**

* **Certified HR Staffing Manager from VSkills passed Oct.2012.VSkills is an initiate of ICSIL, a joint venture of Telecommunication Consultants India Ltd. (TCIL) and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC).**
* Participate in FICCI Annual HR Conference 2017 on **“Unraveling the Future of Work through Corporate Innovation"** and2016 on “**Making Organizations Meaningful and Future Ready**” in FICCI, New Delhi.
* Participate in various training programmes on NLP and other Personality Development Seminars.
* Awarded as **Best Employee** in Moser Baer for initiatives in Data MIS and Cost Control on expenses.

**MY STRENGTH:-**

* Leadership Quality, Punctuality & Believe in Time Management.

**DECLARATION:-**

I declare that all statement made & particulars given above are true, complete & correct to the best of my knowledge & belief.

Date :

Place :

**(ASHOK KR.GUPTA)**

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