
Masters in Business Administration (MBA) with 6 years of HR generalist Experience

End To End Employment Cycle, Employee Engagement Programs, Compensations and Benefits, Employee Management, Payroll, Transfers, Appraisals.

Career Summary

- ✓ Mature HR background developed while working with reputed companies like Shiksha InfoTech, SR Bio-era, Miracle Coro Plast , Navkar Corporation,
- ✓ Full time post graduate degree in Masters in Business Administration (MBA) from (Bharathiar University) Bangalore
- ✓ Highly skilled at relationship-building with sub contractors, teams and across organization.
- ✓ Well-versed in compensation and benefits, subcontractor/vendor management, recruitments, defining job roles, evaluating candidature

Area of Expertise

- ✓ Recruitment
- ✓ Induction
- ✓ Employee Engagement Activities
- ✓ HRMIS Reports
- ✓ Payroll Management
- ✓ Statuary Compliance
- ✓ Full and Final Settlement
- ✓ Performance Management System

Sr. HR Executive

Navkar Corporation Ltd Navi Mumbai
(11th November 2017 – Present)

Single point of contact from HR for 530+ Employees

Employee Relationship Development

- ✓ Continuous interaction with employees to understand and resolve their grievances and keep them motivated
- ✓ Grievance escalation.
- ✓ Rewards & Recognition- Organizing official functions, Best Employee Awards, Year completion awards, Birthday & Anniversary Celebrations, recreational activities like picnic, sports & social activities etc.
- ✓ Handling Employee grievances & Queries.
- ✓ Arrangement of Officers Lunch for employees

Payroll Management

- ✓ Handled Payroll Software for Employees.
- ✓ Maintaining Attendance of Employees through Biometric system.
- ✓ Preparing the Attendance Input for Payroll Processing (For both On Rolls & Off rolls employees)
- ✓ Salary Processing through Software-Value moves.
- ✓ Monthly attendance & leave record Management.
- ✓ Salary disbursement coordination

Statutory Compliance

- ✓ Handling all statutory compliance activity related to PF, ESI & LWF like preparation & submission all
- ✓ Challan & returns, issuing permanent & temporary card of ESI & PF No. Generation,
- ✓ Transfer & withdrawn of all employee.
- ✓ Preparing the monthly, half yearly, annually returns for PF, ESI, LWF Act and Factories Act.
- ✓ Renewal of various License and maintenance of related documents and records and obtaining compliance certificate which has statutory requirement for all the factories.

Exit Formalities

- ✓ Conducting exit interviews, Submission of F&F.
- ✓ Ensure smooth relieving of employees through formal exit procedures
- ✓ Issuing Experience & Relieving letter. Taking care of Disciplinary actions if any

Group Medical Insurance

HR Co-ordinator

**Miracle Coro-Plast Pvt Ltd Bagru, Jaipur
(07th May 2017 – 8th Nov 2017)**

Role & Responsibility :-

- ✓ Conducting joining and exit formalities.
- ✓ Verifying the references and the candidature of the selected candidates.
- ✓ Rollout an offer letter, appointment letter and all others activities related to newly employed employee.
- ✓ Maintaining Attendance of Employees through Biometric system.
- ✓ Handling Employee grievances & Queries

HR Executive

**SR Bio-era Pvt Ltd Rajkot
(Sept 2015 – Dec 2016)**

Single point of contact from HR for 201+ Employees

Role & Responsibility :-

- ✓ Industrial & Employee Relation
- ✓ Recruitment Process
- ✓ Client Relationship
- ✓ Hiring People from IT and Non-IT Field
- ✓ Engaging Relation with an Industries
- ✓ Performance Appraisal

HR Executive

**Shiksha InfoTech Pvt Ltd Bangalore
(13th Nov 2013 – 18th June 2015)**

Role & Responsibility :-

- ✓ Sourcing and screening of resume from job portal (Naukri, monster).
- ✓ Hiring People from IT and Non-IT Field.
- ✓ Conducting telephonic interviews for short listed candidates.
- ✓ Updating and maintaining database for future use.

- ✓ Generating daily reports and updating them.
- ✓ Verifying the references and the candidature of the selected candidates.
- ✓ Rollout an offer letter, appointment letter and all others activities related to newly employed employee.
- ✓ Conducting joining and exit formalities.
- ✓ Acquiring new Business
- ✓ Providing Training for Employee (sub-ordinator) in a Recruitment Field
- ✓ Involving an end to end Recruitment Process

Professional Qualification -:

MBA (HR) From Acharya Bangalore Business School (Bharathiar University) Bangalore (2014)
PGDHRM From Acharya Bangalore Business School (Bangalore University) Bangalore (2012)
BBA From The City College (Jiwaji University) Gwalior (2010)

Academic Qualification -:

12th from Ajmer Board, Rajasthan (2007)
 10th from Ajmer Board, Rajasthan (2005)

Academic Projects -:

Project work on **Recruitment Process** in DSM SINOCHEM Pvt. Ltd. Ropar Punjab
 Project work on **Manpower Planning** in CROMPTON GREAVES Pvt. Ltd. Gwalior

Training/ Certification Course -:

Payroll Management from Microcare Pvt. Ltd. (PF, ESIC, ctc Breakup, Salary Slip)
 360* Approach Teach the Training from HR House.

Participations & Achievements -:

Business Excellence by B.K. Gupta
 Risk Management by Ravindranath Kaushik.
 'A+' grade in MS-EXCEL certification course
 360* Approach Certificate from College

STRENGTHS -:

Smart worker
 Adoptability

Personal Information-:

Date of Birth : 5th Sept 1989
 Gender : Male
 Father Name : Kailash Chandra Sharma
 Permanent Add : Flat No A 302 Jyotirling Complex
 Derewali Panvel Navi Mumbai.
 Passport : Available
 Hobbies : Meeting with friends, Networking, Cricket
 Language Known : English & Hindi

Declaration -:

I hereby declare that the above written particulars are true for the best of my knowledge and belief.
 Place -: Panvel