
SUKAMAL KANT GIRI

Welcome city, Apna ghar

Flat No 402, Greater Noida(West)

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Objective

SYNOPSIS

- MBA (HR) with more than 12+ years of experience in Human Resources & Administration with Manufacturing & Educational company, Expertise in Employee Relations, Employee Engagement Activities, Performance Management, Talent Acquisition & Management, Reward & Recognition, Staff Development, Grievance Handling, Statutory Compliances, HR Management, Framing & Implementation of HR policies, Employee Separation Process, Exit Interviews & Exit Analysis, HR Audit & General Administration.
- A leader with **Dy. Manager HR** skills efficient in spearheading the HR & Administrative activities.

Career Highlights

COMPANY NAME	TENURE	DESIGNATION
<u>FLAVIANT NETWORK PVT LTD</u> <u>(FORUM IAS)</u>	<u>15 SEP 2022 TO TILL DATE</u>	<u>DEPUTY MANAGER-HR</u>

Assisted the HR Manager in all HR functions, including recruitment, employee relations, and benefits administration.

- Conducted new hire orientation and onboarding, including training on company policies and procedures.
- Managed the company's HRIS system and employee files.
- Assisted with the development and implementation of HR policies and procedures.
- Coordinated employee events and recognition programs.
- Managed the company's compliance with employment laws and regulations.
- HR policy development and implementation
- Recruitment and onboarding
- Employee relations and conflict resolution
- Performance management
- Compensation and benefits administration
- Handel all the employees related grievance
- Employment law and compliance
- Maintain Attendance & Leave records
- Make Full & Final Statement
- Issue Offer, Appointment, Reliving, Experience and work contract letter
- Taking ESCI and PF registration of online portal of new joined employees
- Prepared Job descriptions for various positions. Processed the Exit Interview
- Implementation of IR processes and Practices viz. Employee Benefit Schemes such as PF, Gratuity, ESI, & Bonus etc

COMPANY NAME	TENURE	DESIGNATION
<u>JHS SVENDGAARD LABORATORIES Ltd. (NSE & BSE listed)</u>	<u>12 SEPTEMBER 2017 TO 31 MAY 22</u>	<u>ASSITANT MANAGER - HR</u>

CAREER OBJECTIVE

Seeking a challenging career in Human Resources & Administration with a growth-oriented organization where academics, acquired expertise, creative talents, inter-personnel skills and commitment to excellence will have valuable application with continuous Learning & Correction Process.

Responsibilities

- Managing complete HR process.
- Supervising HR audits (internal and external)
- Further streamline the recruitment function
- Build internal HR policies so that the current attrition is improved.
- legal compliance
- Payroll and Field force Management.
- Leverage all HR programs, policies, processes and systems
- Review and finalize contract manpower requirements basis manufacturing plan
- Monitor and ensure adherence to contract labour related statutory compliance
- Validate and approve personnel trend reports and other MIS reports pertaining to HR for the factory and corporate.
- Review recruitment requirement, finalize job design and skill requirement, provide sourcing guidelines to recruitment team
- Ensure recruitment as per timelines and smooth on boarding activities like induction, travel, background check, appointment etc.
- Review and approve payroll records of workmen and resolve escalated workmen issues at factory and corporate
- Oversee the annual hiring program. Develop and implement a program to track the progress of these hires
- Run the day-day activities of an HR
- Talent acquisition for the yarn business
- Oversee the HR function through direct reports at the plant and corporate
- Responsible for planning, directing and delivering Corporate HR services in support of business unit objectives.
- Maintain Leave Record
- Build company brand value by participating in various forums and departments
- Visit, meet and greet and motivate field force at PAN India locations and to address and resolve their queries/ grievance.
- Partial involvement in Sales and Marketing process and business planning to reach organizational goals.
- Make approval with DSC and entry the DOE of the employees on online EPFO site
- Make ESCI Card of All Employees
- Co-ordinate with sales office of all over India and solve the problems
- Make Full & Final Statement
- Check Conveyance of All sales officers as per policy & passed the amount.

PREVIOUS EMPLOYMENT

COMPANY NAME	TENURE	DESIGNATION
<u>ALPINE DISTILLERIES PVT LTD(CS DIVISION)</u>	<u>3RD NOV 2014 TO OCT 2016</u>	<u>SR. EXECUTIVE(HR & ADMIN)</u>

Job Description:

- Personnel data entry & record maintenance.
- Properly filing relevant documents of new employees in a process.
- Make Salary Annexure of all New joining Employees
- Make Entry of new joining employees details in esci.in insurance purpose
- Oversee the HR function through direct reports at the plant
- HR Administration:

- Stationery procurement & consumption monitoring
- Employee related activities – Access cards, Visiting cards etc
- Pantry operation (tea/coffee etc) & catering service
- Courier management
- Fax & photocopier machine
- Phone & Mobile issued to and retrieval from employees (Typical to telecom industry)
- Cost reduction
- Responsive time
- Maintenance (Cleaning, supply, etc)
- Stationary management
- Registration Processes
- Safety management

PREVIOUS EMPLOYMENT

COMPANY NAME	TENURE	DESIGNATION
CONCAST STEEL & POWER LTD.	15 TH Nov 2008 TO 30 OCT 2014	<u>HR EXECUTIVE</u>

Leading manufacturer of full range of Iron & Steel Products; A strong presence in India; Well known "CONCAST MAX" Brand ; An ISO 9001 – 2000 Company; Company reputed for International quality & value for money; A result of dedication through decades.

Job Description:

- Run the day-day HR activities.
- MIS report of all employees
- Maintain Files & Documents of employees
- Issue Appointment Letter and Offer letter
- Preparing attendance Sheet
- Look after entire Payments of party
- Induction to new joined employees

Academic Qualification

- Completed MBA (HR & Marketing) from National Institute of Engineering Studies(Delhi) in the year of 2008
- Completed B.A (P) from Calcutta University in the year of 2004
- Completed Senior Secondary Examination from Kendriya Vidyalaya, AISSCE, and CBSE Board Year 2001.
- Completed Secondary Examination from Kendriya Vidyalaya, AISCE, CBSE Board Year 1999.

PROFESSIONAL QUALIFICATIONS :-

A+Core(Hardware),A+(operating Technologies),N+(network implementation)CISCO CERTIFIED NETWORK ADMINISTRATOR (CCNA) 2007.Basic Knowledge of computer

"I hereby declare that the above written particulars are true to the best of my knowledge and belief."

Date:

Place: Noida

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