

Contact HR Consultant for CV No:342014

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**Career Objective**:

To enhance my talent by continuous learning and growing in the industry, effectively utilizing my professional expertise and proving valuable asset to the organization.

**PROFESSIONAL ABRIDGMENT**

* **Over 7 plus years** of Experience **in Construction, Automobile and Manufacturing (IRON & STEEL) sector** in **HR Generalist & operations, ER/IR and Plant Administration**.
* Possessing a proven ability to contribute to a company at both strategic and operational level.
* Possess excellent interpersonal, team management and the flexibility to work in multi-cultural environments.

**CORE COMPETENCIES**

* Talent Acquisition
* Induction And Orientation
* Training And Development Facilitation
* Compensation And Benefits
* Statutory Compliances
* Rewards And Recognition/ Incentive Programs
* Employee/Industrial Relations
* Human Resource MIS
* Performance And Talent Management
* Office Administration

**EXPERIENCE CHRONOLOGY**

**S&P MANAGEMENT SERVICES PRIVATE LIMITED,HARYANA, INDIA**

It is Private sector compnay based on providing services like statutaory, manpower outsourcing, payroll and compliance and HR operations for its clients through its team of professionals since 2010.

**Duration :** January 2014 to Dec 2016.

**Designation : Sr. HR Executive -**Human Resource & Operations

**Key Areas of Responsibility:**

Responsible for handling the **HR Generalist and Operations** of Honda Trading Corporation India Private Limited, IMT Manesar Corporate office, Haryana, INDIA

**TalentAcquisition:**

* Facilitate recruitment requirements across departments in the organization.
* Understandthe Job description/ Requirement from different departments and sharing the job description to the recruitment resources like Consultants, Head hunters, company website for references and other job portals.
* Shortlist the candidature as per the Job Descriptions and sharing the same with concerned manager/ Department.
* Coordinate with both Candidates/Consultants and Concerned Manager for Interviews/ meetings.
* Continuous interaction with Manager and Consultants/ Candidates for complete feedback and documents.
* Based on documents, salary negotiation, parity checks and offer discussion with Consultants & Candidates.
* Issuance of all letters related to offers made, appointment, confirmation & salary revision.
* Prepare, announce and conduct the induction program for new associates.
* Monitor and maintain the Recruitment Dashboard on the basis for current requirements and building a pipeline for immediate future requirements.

**Compensation and Benefits Administration:**

* Ensuring Pre-payroll process (Attendance input, Shift allowance, OT hours, Performance allowance etc)
* Responsible for Payroll processing & disbursement of Payroll.
* Responsible for providing final Approvals for Salary, deductions, Travels, Transfers, Relocations, Training Costs and other Official Trips (Claims like TA &DA).
* Maintaining & Tracking Attendance, Leave, LOP for all employees (On-roll & Off-roll) as per policy.
* Ensure the employees get their payroll queries/ grievance answered and solved on an individual basis.
* Ensure timeliness and accurate payment of salaries.
* Taking care of payroll related statutory like PF, ESI, Gratuity, Bonus and returns filling.
* Annual preparation for Bonus payout, LTA & Leave Encashment.
* Finalize the CTC of shortlisted candidate as per CTC grid and Honda Compensation Policy.
* Conduct the **Parity exercise** at the time of CTC finalization of shortlisted candidate and Performance Appraisal.
* Manage retrial benefits.

**Performance Management & Review Mechanism:**

* Administer and continuously improve performance management processes including goal setting, performance evaluation, succession and development planning, training and development in order to motivate employees and retain high performers.
* Organize the timely reviews for Probationers / Trainees in consultation with Director HR and Department Head.
* Conduct the Performance Review process for Staff in **PMS Workshop- Nakisa and KRA Review**
* Manage **Performance Improvement Plan (PIP)** for underperformers and monthly review.

**Talent Building and Development:**

* Training & Development and Capability building of the employees including Talent Management and Succession Planning.
* Identify the competencies and talent needs of organization and develop specific leadership development and training programs to address gaps.
* Discuss with functional Heads to identify and recommend training needs for different job types.
* Supports managers and teams in business delivery through enhancing their capability to deliver the Compass objectives, manage their people, implement change and build relations with key stakeholders. This includes people aspects of furthering the site Total Productive Maintenance strategy, particularly the Training, Learning, and Education strategy.

**Employee Relation and Engagement Activities:**

* Maintains effective employee relations through various employee engagement activities by regularly interacting with personnel in the offices and shop floor, fostering a rapport of trust with employees. This includes participation in executing the Positive Employee Relations objectives of the **supply chain HR strategy**.
* Execute various Reward & Recognition activities like **YAA Award, Director’s Special Award and Outstanding Performer Award**.
* Reach out to all associates through communication at regular intervals by visiting various branches of Honda to gather insights at workplace and feed them back appropriately to the leadership team of the organization.
* Handle employee grievances and facilitate resolution of grievances with a view to ensure industrial harmony and positive discipline.

**Statutory Compliances and Liasoning:**

* Ensure100 % statutory compliance for Head Office &other regional offices of Honda including renewal of Registrations for **Shop & Establishment Act, Contract Labor Act** etc.
* Oversee and Ensure Statutory Compliances related to Salary & Wages Administration viz. **PF & ESI**.
* Prepare and submission of others statutory returns like **Bonus &Maternity Benefit**.

**General Administration**

* Overseeing the implementation of corporate policies in the organization;
* Implementing staff welfare policies with key focus on enhancing employee motivation.
* Arrangements of Business Meetings, Seminars and Various Training Sessions.
* Supervising housekeeping activities in the organization; ensuring availability of stationary, ID cards, Visiting card and canteen facilities, printing requirements & other stationery materials,
* Coordinating with security Agencies for security arrangements at different units.
* Mess facility & transport facility.

**INDIAN TECHNOMAC COMPANY LIMITED, HIMACHAL PRADESH, INDIA**

It Is a Public Sector, Non-Government manufacturing company in Iron & steel Sector located in Himachal Pradesh,India since 1987.

**Duration :** March 2011 to December 2013

**Designation : HR Executive**- HR & Administration

**Key Areas of Responsibility**: I was resposniblefor **HR and Plant Administration** function of ITCOL, HP, INDIA

* **Talent Acquisition**
* **Induction And Orientation**
* **Wages/ Salary Administration**
* **Training & Development**
* **Employee Motivation and Engagement**
* **HR Operations**
* **Statutory Compliances and Liasoning**
* **HR Audit And Inspections**
* **Contract Labor Management and Administration**
* **General office Administration such as security arrangements, housekeeping, gardening, guest house**
* **maintenance, reception of guest/visitors, office furniture, stationary and printing.**

**DARSHAN PRO-ENT LIMITED, ODISHA,**

It is a Public sector, Non-Government construction and entertainment based company located in Odisha, India since 2009.

**Duration :** November 2008 to Feb 2011.

**Designation : HR Officer**

**Key Areas of Responsibility**: I was responsible for **HR & Administration of Construction project,** Bhubaneswar, Odisha

* **Recruitment And Selection**
* **HR Operations**
* **Wages/ Salary Administration**
* **Statutory Compliances and Liasoning**
* **HR MIS**
* **Office Administration**

**ACADEMIC CREDENTIALS**

* **Master of Business Administrations in Human Resources f**rom Institute of Bussiness And Computer Studies, BPUT, Odisha [2006-08].
* **Bachelor of Science (Medical)** from Utkal University,Odisha [2001-04]
* **Intermediate(Medical)** from Council Of Higher Secondary Education, Odisha [1998-01]
* **Matriculation** from Central Board of Secondary Education,Odisha [1997-98]

**PROFESSIONAL INTERNSHIP**

* Completed 4 weeks training on **HR policies** i.e. from **June 1st 2007 to June 30th 2007** in **National Aluminium Company Limited**, Bhubaneswar, Odisha, India in Personnel &Administration Department.
* Working Knowledge on **MS Office and Internet.**

**ACHIEVEMENTS:**

**Professional**

* Received “**Best Employee Award (HR)”** for the successful management of **construction project for years 2010-11.**
* Achieved **90% closure** of all open positions at **PLANT Level for different division** of Indian Technomac Company Ltd. within stipulated time i.e. **40 Days.**
* Resolved **fou**r **statutory issues** in Honda Trading Corporation India Pvt. Ltd.