**Sandeep**

|  |  |
| --- | --- |
| **Sandeep.373819@2freemail.com** | **C:\Users\Admin\Downloads\Photo Sandy.jpg** |
| **Internationally experienced Professional with over 15 years’ experience. Predominantly in**  |



* Proficient in employee relation activities and setting priorities for improving the competence of the employees.
* Ability to motivate personnel towards achieving organizational objectives as well as adhering to industry best practices.
* Well versed with principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, managing the Human Resources Management System and Payroll Management.
* Adept at **people management**, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.
* Proficient in implementing HR systems & policies, **conducting training programs towards enhancing employee** **productivity** and building committed teams
* A creative thinker, luminary, problem solver and decision maker who effectively balances the needs of the employees with the organizational mandate; possess strong **communication, interpersonal and relationship management skills**.

CAREER OBJECTIVES

* To be in a senior position in Human Resource and Admin of the company.
* To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve organization as well as personal goals.

STRENGTHs

* Excellent understanding in Full HR Life cycle.
* Confident and driving individual, react quickly to change.
* Self-starter, strong sense of urgency, like new challenges, able to work under pressure.

**e ACHIEVEMENTS:**

* Conceptualizing and building up HR department in the MSSL Tooling and Integral Services and ensuring that the department is achieving its goals also build up trust amongst the employees that any issue will be sorted out through this channel. These efforts were appreciated by the company.
* Building up payroll system in MSSL Tooling, Bhadra & in Integral companies from the scratch and implementation of ERP systems also so that departments can work smoothly and efficiently.
* Organizing recreational programs so that the employees remain happy and healthy and work efficiently.
* Organizing First Aid training programs and arranging Blood Donation camps as such events reflect the company’s image positively amongst the people.
* Laid down the structure of the whole Recruitment Department, trained the employees. Modified the operational functions to reduce the workforce.
* Independently managed 2 companies and branches (in Qatar and UAE), development of centralized Attendance system, Cost cutting Activities in the areas (Labor Accommodation, Transportation, Employee cost and recruitment), fully comply with Ministry of Labour and other Qatar and UAE government requirement (Zero Labour Fine).

**ORGANIZATIONAL EXPERIENCES**

**Since Aug. 2016 Manager HR and Admin, Sai Associates, Faridabad, Haryana, India.**

**Job Profile** Recruitment and full life cycle, Responsible for Payroll, Administration, Policies amendment, Training & Development etc.



May 2013 - July 2016 **HR & Admin Manager**

 **Integral Services Co. W.L.L. Doha, Qatar**

**Integral is ‘The Leader’ in the industrial uniforms in the State of Qatar. Integral’s vast experience in this industry and has enhanced their expertise in this field. Integral’s strength lies in a team of dedicated professionals who strive to achieve perfection and customer satisfaction.**

**Job Profile:**

* **Recruitment and full life cycle** – Headhunting for Candidates using Job portal viz. Indeed, Dubizzle, Qatarliving, Bayt, Gulftalent. Naukrigulf, Job consultants, Social networks sites & Job Classified Portal.
* Develop job descriptions and person specifications, preparing job adverts, Screening the CVs & checking application forms, shortlisting, Conducting Interviews, selecting candidates, processing and issuing offer letters, job contracts, coordinating for staff arrival, staff induction, performance appraisals, advising on pay and other remuneration issues, including promotion and benefits. Store and Administer personnel data in the HR system (HR Software).
* **Policies and Procedures** - Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures. Liaising with a wide range of people involved in policy areas such as staff performance and health and safety. Promoting equality and diversity as part of the culture of the organization. Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures, absence management, and staff motivation.
* Developing HR strategy planning with line managers which consider immediate and long-term staff requirements, Dealing with grievances and implementing disciplinary procedures. Interpreting and advising on employment law.
* **Salary process** – Superintend daily attendance, annual leave & sick leave and administers payroll/salaries through Wages Protection System (WPS), timely salary disbursals, preparation of final salary sheets, ensuring the attendance sheets are obtained on timely basis, having thorough checks on the attendance sheets, Overtime and Leave. Preparing bonus sheets, gratuity, prepare and process for full and final settlement of employees. Undertaking regular salary reviews, administering payroll and maintaining & updating employee records in HR Software. Prepares letter of contract, NOC, salary and employment certificate.
* **Training & Development** – Conceptualizing & developing training and development initiatives for improved productivity and quality enhancement. Ensure training needs analysis meetings with Department Heads and decide together on training plan of employees for Qatar and UAE units.
* **Manpower and Labor Affairs** – Processing and coordinate for application and renewal of visa, health card, passports, immigration, medical and finger printing. Manpower mobilization and demobilization to sites/units.
* Employees leave, travel ticket bookings and arrangements. Prepare MIS and presentations regularly. Coordinate for health cards, Residence Permit and submission of labor contracts to ministry of labor. Provide timely report to department head and project management team and responsible for overall Labor related issues.
* Coordinating with bank for Paycard/ATM card issuance and also responsible for Paycard/ATM card related issues.
* **Arranging Employee Welfare and Recreation programs and also making sure that employees forms arbitrary any unity or union in the company or camp.**
* **Employee Relations -** Proactively address employees' concerns to prevent any form of unrest (covert or overt) before it escalates causing a disruption in the workplace.
* Ensure resignations and terminations are managed with speed and accuracy.
* Responsible for exit interviews and ensuring that are conducted for all staff leaving the company.
* Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's core values. Following up grievance process.
* **Disciplinary actions for staff & Associates –** Regularly Follow up staff and workers attendance with the site administrators and timekeepers then take necessary action against absentees, late return from leave and violating health and safety regulations accordingly.Execute internal and external memos.
* **Office Maintenance -** Follow up with the maintenance team with require housekeeping and maintenance facility requirements. Managing facilities arrangement for the employees (work place, IT & communication facilities, transportation) and manage all stationary requirements.
* **Camp Management -** Managing Labour camp (250 Nos). Providing all camp and bedding facilities to labourers and staff. Arranging transportation in camp when required. Managing camp housekeeping and maintenance. Maintaining the camp promises as per MOL and municipality requirement and standard.
* Arranging new camp facilities as per the MOL and company standard. Arrange and finalize tenancy contracts and negotiating rates and payments, handle contracts database.
* **Expenses, Vendor and Sub Contractor Coordination -** Observe monthly office expenses (telephone bills, vendors, chargeable and non-chargeable) while order office supplies and monitors inventory. Arranging the assets (furniture, computer, laptop and printer Etc.).
* Coordinating with Telecom Company for new connections and existing connections.
* Ensure timely reconciliation of documents, invoices and prepare report for management team. Review contracts relating to catering, AMC’s for maintenance of water, sewage and vehicles. Monitor and write SOPs, process and prepare KPI’s and Service Level Agreements (SLAs).
* Negotiating ticket fare, arranging the POs and coordinating with Accounts department for payments on due time for relevant travel agency.
* **Legal** – Accomplish and ensure operational procedures in renewals of the trade license, company computer card, tenancy contract, insurance and other business memberships and registrations. Timely collect and furnish periodical updates from the government authorities on all labor and immigration rules. Issuing work visa, business and visit visa, exit permit and RP renewal. Keep the company up-to-date of the changes in rules and procedures.
* Handling and coordinating with PRO's for all types Legal issues.
* **Travel Management** - Managing employees’ vacations (paid & unpaid). Arranging travel itineraries for employees as well as facilities for management team for their business travels (air tickets, hotel reservation, transportation, travel insurance and visas)



**Sept 2010 - April 2013** **Senior Executive HR & Payroll**

 **Bhadra International India P Ltd (New Delhi)**

**Enjoy world class ground handling services at seven major airports all across India with Bhadra**

**Job Profile:**

**Payroll Processing:**

* Responsible for overall payroll of Head Office and all 7 Stations (Above 2000 Employees).
* Monitoring and updating employee attendance record for smooth processing of payroll.
* Assisting in smooth distribution of the payroll to the HR Executive’s at different locations.
* Managing and Keeping records of Leave & Attendance of All Stations.
* Co-coordinating with Accounts for timely disbursement of salary.
* Responsible for employee nomination, submission of PF challans, PF monthly & annual Reports, and PF Withdrawal form Process and also handling ESI card by online or manually.

**Recruitment & Resourcing:**

* Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
* Management of the complete recruitment life-cycle for sourcing the best talent from diverse sources.

**Induction & Training:**

* Responsible for induction orientation program for the newly recruited employees for making them familiar with company culture, rules & regulations.

**Post Recruitment Process:**

* Preparing job profiles, job description for employees.
* Issuances of the joining formalities.
* Education and Experience Certificates Verification.
* Sending Requests for Email ID, Mobile Phones, Work Stations, Desktops/Laptops, ID cards and other miscellaneous requirements to the respective departments.
* Opening Bank Accounts for newly joined Employees.
* Generate Employee codes, PF & ESI number from the ERP(R smart).

**Exit Formalities:**

* Prepare No Due / Clearance Certificate.
* Prepare final settlement.

**Administration**

* Coordination with various vendors.
* Looking after general administration of daily office operations and maintenance.
* ****House-Keepings.
* Booking tickets & hotels as per the tour plans.

**Sept. 2008 - Aug 2010 HR & Admin Executive**

 **Dee Development Engineers Palwal**

**DEE as an organization is responsible for timely delivery and client satisfaction with pre-fabricated pipe spools being its forte and catering to various industries**

**Job Profile:**

* **Payroll Management**
* Provided accurate and timely processing of company payroll
* End to end processing of company monthly payroll
* Maintenance of payroll system and leave planning system.
* Liaised with staff and management on payroll related queries.
* Maintain PF, ESI, leave, sickness and overtime reports.
* Interpretation of awards/agreements and contracts in relation to overtime and shift allowances etc.
* Payroll reporting to meet internal and statutory obligations.
* Prepare and maintain annual leave records.

**Recruitment:**

* Sourcing prospective candidates through newspaper advertisements, manpower consultants and sometime from job portals.
* Initial screening of candidates and scheduling interviews.
* Coordinating joining formalities.

**Training & Development**

* Arranging indoor and outdoor training as and when required.
* Documentation of training feedback

**Employee Relations, HR and Admin Work**

* Formulating HR policies and procedures.
* Performance appraisal and mentoring.
* Grievance management and handling disciplinary matters.
* Handling employee welfare activities.
* Handling general administration and office management.
* Liaison and coordination with various authorities and agencies.
* Analytical and problem solving skills, good decision making skills, extremely effective verbal and listening communication skills.
* Ensuring compliance to labor laws and statutory requirements.
* Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing etc.
* Employees Welfare such as birthday bash and festival celebrations.

**Time Office:**

* Admin User of attendance system
* Solving employee query regarding attendance.
* Daily Absent Report.
* Responsible for completing joining formalities for all new joinees.

**Time Office Activities:**

* Maintenance of daily & monthly attendance record and Maintaining all staff personnel files
* Compilations of employees' leave records.
* Maintaining Shift schedule, Co-ordination with various departments, supervision of transportation and House Keeping.
* Wages and salary administration of contractor’s employees.
* Issuance of personnel identities (Punching card & identity card.)
* Responsible for employee nomination, submission of PF challans, PF monthly & annual Reports, and PF Withdrawal form Process. Maintaining the PF Eligibility Register.
* Handling ESI Card by online or manually.

****

December 2006 - April 2008 **HR & Admin Officer**

 **MSSL Tooling FZE, SAIF ZONE- Sharjah, UAE.**

**MSSL Tooling (FZE) is a subsidiary of Motherson Sumi Systems Limited. It is a complete solutions provider from the concept design to complete manufacturing of precision tools & components.**

**Job Profile:**

**Recruitment**

* Sourcing prospective candidates through newspaper advertisements, manpower consultants and job portals.
* Obtain necessary approval of manpower requisitions. Understanding employee requisition with concerned department. Understand the requirement and accordingly assisting in the draft job description. Follow up & ensure job descriptions are evaluated by coordinating with line managers. Perform the CV search and contact the candidates for initial screening. Screen candidates by conducting telephonic or personal interviews. Arranging interview schedules with line managers and hiring managers. Conduct Reference check when applicable. Follow up with the selected candidate on the offer acceptance and joining date. Maintain recruitment tracking report. Maintain and update the database of candidates.
* Arranging all relevant documents for overseas recruitment of operatives and arrange relevant travel and other facilities for the recruitment team.
* **Policies and Procedures**
* Managing “best practice" to meet requirements through on-going review, Developing HR policies, Disciplinary & Grievances procedures and Ensure all HR policies comply with UAE statutory requirements.
* Developing and implementing policy. Procedure to attract & retain staff. Following up on boarding policy and procedure
* Develop and implement a comprehensive interview process including behavioural interviewing techniques.
* **Job Descriptions, Analysis and Evaluation**
* Managing the development of Job Descriptions for all new positions within the organization.
* Coordinating evaluation of positions through internal methods and/or external consultants.
* **Payroll Management**
* Providing accurate and timely processing of company payroll
* End to end processing of company monthly payroll
* Maintenance of payroll system and leave planning system.
* Updating and maintaining payroll records.
* Liaised with staff and management on payroll related queries.
* Interpretation of awards/agreements and contracts in relation to overtime and shift allowances etc.
* Processed in liaison with accounts officer the month end consolidation.
* Prepare and maintaining annual leave records.
* Preparing final settlement according to the SAIF ZONE/UAE Rules.
* **Leave & Travel arrangement.**
* Managing employees’ vacations (paid & unpaid). Arranging travel itineraries for employees as well as facilities for management team for their business travels (air tickets, hotel reservation, transportation, travel insurance and visas)
* Negotiating ticket fare and arranging the POs and coordinating with Accounts department for payments on due time for relevant ticketing agents.
* **Performance Management**
* Following up Performance management process. Ensure all employees are informed of and trained in the application of the performance management model and system.
* Consult with line manager on employee performance concerns.
* **Employee Relations**
* Proactively address employees' concerns to prevent any form of unrest (covert or overt) before it escalates causing a disruption in the workplace.
* Ensure resignations and terminations are managed accurately.
* Conduct exit interviews.
* Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's core values. Following up grievance process.
* **Head office Maintenance**
* Follow up with the maintenance team for housekeeping and maintenance facility requirements. Managing facilities arrangement for the employees (work place, IT & communication facilities, transportation) and manage all stationary requirements.
* **Other**
* Accountable for maintaining a comprehensive employee database as well as physical copies of passports, work permits, tenancy contracts and other confidential company documents.
* Visa Management – Processing Business visas, residence visas, and also processing Residence Permit.
* Preparing department internal and external memorandums & correspondences (NOC letters, opening bank accounts for employees and update bank details in payroll system).
* Mobilization and demobilization of manpower to sites, other departments and handling manpower suppliers in order to accomplish sites manpower requirements. Negotiate rates with manpower suppliers and coordinate with site managements in hiring require manpower for long/ short period to fulfil require manpower in sites. Arranging the manpower contract and approvals as per the regulations of MOL – SAIF ZONE.
* Drafting out annual increment letters and promotion letters. Handle all internal transfer and promotions, by coordinating with line mangers and head of departments. Maintenance of employees leave planning system.
* Responsible for ID, Health card & Medical Insurance of all the Employees. Preparing MIS. Maintaining Employee Master Data.
* Managing the entire suggestion program and escalating the issues faced/suggestions given by the employees to the concerned department heads and ensuring the solution of the same.
* Developing cordial relations among the employees towards betterment of organization.
* Responsible for Employment Visa, Air ticket, Pickup from Airport, Accommodation, Visa Stamping & Visa Cancellation. Responsible for Visit & Transit Visa also.
* Day to day admin activities which includes Housekeeping, Canteen, Stationary, Office Maintenance. Liaoning with Govt. Dept.
* Managing Labour camp (200 Nos). Providing all camp and bedding facilities for labourers, require site to camp transportation arrangement. Managing camp housekeeping, maintenance and undertake the require safety and securities masseurs. Maintaining the camp promises as per SAIF ZONE and municipally requirement and standard.
* **Training & Development:**
* For in-house training-(Technical). Coordinating with the training team to make a training calendar for the new as well as existing Engineers. Take approval from the management for external training. Conducting Induction-Presentation for the new joiners about the Company and its policies.

**In 2005 – 2006 managing Own Business (Manpower Recruitment Agency) in Faridabad**

**Admin Executive at** **Infinity Direct (Delhi)**

August 2001 - November 2004

**June. 1999 – July. 2001 Worked as Trainee with Neeraj Bajaj & Associates (A Chartered Accountant Firm) in FBD.**

Computer & IT

Microsoft Office™ (Word™, Excel™, PowerPoint™), MS Visio, ERP System, Oracle.

Education & Qualification.

**1994-1996 10+1, 10+2**

 **K L Mehta Dayanand Sr. Sec. School, Faridabad**

**1996-1999 Bachelor of Commerce Degree**

 **Delhi University**

**2001 Diploma in Computer Hardware**

 **E-Vision, Faridabad**

**2008-2009 Master of Business Administration (M.B.A.)**

 **Institute of Advanced Studies in Education, Rajasthan**

**Language** English, Hindi and Punjabi

**Marital Status** Married

**Sandeep**