

**SENIOR HR & ADMIN MANAGEMENT PROFESSIONAL**

An innovative, visionary leader with 10+ years of robust and qualitative experience in providing strategic leadership in Diversified industry segments.

**KEY COMPETENCIES-****PROFESSIONAL SUMMARY**

*HR Strategy Planning & Performance*  
*HR & Admin Operation*  
*Payroll and HRMS System*  
*Recruitment process*  
*People management*  
*Facility management*  
*Employee Lifecycle Management*  
*Innovation / Change Management*  
*Process Improvement Performance*  
*Management*  
*Statutory compliance*

An experienced HR Manager with 10 years of experience in managing human resources for various companies. Proficient in managing HR functions including recruitment, on boarding, performance management, benefits administration, and employee relations. Demonstrated expertise in developing and implementing HR policies and procedures, training and development programs, and HR technology systems. Skilled in managing and leading a team of HR professionals to deliver effective HR solutions and support to the organization. A senior HR and Admin Management professional with robust experience in multicultural environments, delivering business values and operational efficiency through design & implementation of people management & practices.

**ORGANIZATIONAL EXPERIENCE**

**Decomax Lifestyle Pvt Ltd Noida India**  
**Manager (HR & Admin)**

**June 2023 – Present**

**PAST EXPERIENCE**

**ZONTA Infratech Pvt. Ltd, Noida, India**  
**Sr Executive (HR and Admin Specialist)**

**Nov 2020 – May 2023**

**Waidhan Tyre Pvt. Ltd, Singrauli, MP as (HR & Admin Executive)**

**Aug 2017 – Aug 2020**

**Growth Path:**

**Aug 2012 – Jun 2015 as Officer HR & Admin in D.P. Jain & Co. Infrastructure Pvt. Ltd, Karnataka**

**PROJECT UNDERTAKEN:** Karnataka State Highway Improvement Sondatti-Ramdurg Road Project (Srrp)

**Notable Highlights: HR SUPPORT AT SITE**

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Managing the recruitment and selection process.
- Bridging management and employee relations by addressing demands, grievances or other issues
- Support current and future business needs through the development, engagement, motivation and preservation of human capital,
- Process the monthly payroll Employees & MIS report in the end of the month for both Regular & Outsourced employees of the Projects with proper salary inputs in to customized software set by company in ERP System.
- Updating & monitoring Personnel files & employee's database alongside organizing Induction Training for new recruit's employee.
- Plan for the relevant HR initiatives/programs for their project site in consultation with corporate office team.
- Safety Arranging and providing in-house training on Effective communication skills, Health &, Environment Management System, Time Management and many more technical training through respective HOD's of department.
- Partially involvement in selection process and a part of panel interview with department head.
- Pursuance of letter of intent, offer/appointment letter /joining formalities/ Clearance Certificates,
- Manpower Identification as per site requirements and submission of manpower reports.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization,
- Played a prominent role in managing system tool implementation, involving background check, and vendor change management.
- Ensure legal compliance throughout human resource management,
- Report to management and provide decision support through HR metrics,
- Ensure that all project information is appropriately documented and secured through the right reporting mechanisms.

- Ensure PMS implementation on a timely basis with mid-year and end-year discussions occurring in a timely manner.
- Prepare a yearly schedule of HR activities to be performed.
- Support departments in developing and delivering strategic HR plans that fit with the overall business direction
- Plan, monitor, and appraise HR activities by scheduling management conferences, resolving employee grievances, training managers in how to coach and discipline, and counseling employees and supervisors
- Champion the on boarding process by ensuring that it's high-quality and up to date, and provide clarity and connection for employees so their roles serve the overall business vision
- Maintain management guidelines by preparing, updating, and recommending human-resources policies and procedures
- Build strong relationships with external suppliers, fostering trust and promoting collaboration
- Handle confidential matters with discretion

#### Notable Highlights: CONTRACT LABOUR MANAGEMENT, STATUTORY COMPLIANCES AND ER

- Ensure Maintenance of all statutory records Like, Muster Roll, Wage Register, Register of Overtime, Fines, Deductions of Damages & Lose, and Register of Advance as per the Contract Labor Act & BOCW, Maintain the records required for P.F, ESI, and Bonus Act.
- Ensure maintenance of all requisite statutory compliances as per applicable labour laws with timely renewal of License & Registration to the Competent Authorities. And Generate compliance certificate on quarterly basis and submit to the management.
- Resolved the accidental issues causes' injury (Injury and Fatal) immediately with proactive measures to address the workers by analyzing their emotions towards the incident with a strategy, best fitted to the situation in order to control the mob & proceed with proper documentations as per EC Act 1923. And To ensure that all reported grievances like nonpayment, strike etc. Should be redressed within very minimum time schedule.
- Handled notices received from various statutory authorities.
- Processing of payment of contractor's bill by verifying the insurance, PF and wage sheet & various other compliances.
- Developing and executing an annual agenda for HR strategy in line with the business plan and ensuring that the HR plans are flexible enough to cope with changes in the organization.
- Achieving effective knowledge transfer by facilitating trainings to employees, and building relationships with clients, as appropriate, including resolution of service problems.
- Developing performance management system and compensation strategy aligned to best practice & market standards.

#### Notable Highlights: ADMINISTRATIVE SUPPORT

- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Arrangement of Staff bachelor accommodation/Staff Family House.
- Responsible for annual admin budget preparation
- Vendor Management, House Agreements/Office Agreements etc.
- Arrangement of Medical Facility for Staff and site labour.
- Vehicles movements and prepare their billing.
- Maintenance of Office / Site equipment's such as Computers, Xerox machine, Plotters, Vehicles, Pantry equipment's etc.

#### INDUSTRIAL VISITS

- **Organization:** Mission Vivacare Ltd, Pithampur

#### ACADEMICS AND PROFESSIONAL DEVELOPMENT

- **MBA in HR**, Aliya Polytechnic College, Bhopal
- **B.Sc. In Biology** from B.U. University, Bhopal (MP)
- **HSC and SSC** from MP Board

#### PERSONAL SNIPPETS

- **DOB:** 30<sup>th</sup> March, 1984
- **Gender:** Male
- **Languages Known:** English and Hindi
- **Address:** Vill- Dhapsa, P.o- Saroundha, Distt- Singrauli MP