**Curriculum-Vitae**

**Amit Kumar**

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**Address** Opp. Vardhman Mill Kirti Nagar,

House No. 4386, Street No.1

Ludhiana (Punjab).

**Computer Knowledge Basic (M.S. Dos, Word, Excel & Power Point) Accounts (Tally 6.3 &7.2) FoxPro (Dos Module) ESS-Portal, SAP Payroll with Hardware & Networking & ERP (Finsys) also.**

**Working Experience-** *(12 Years Above)*

* ***Nov 2008 to Feb 2013 in M/s Yogendra Worsted Limited Katani Kalan Ludhiana in HR (P & IR) Department as an (Executive to SR Executive).***
* ***1st March 2013 to May 18th 2018 in M/s Super Multicolor Printers Pvt. Ltd (Printing & Packaging Company ) Kishanpura Baddi (HP) Nalagarh Road in HR Department as Astt HR Manager*. (Independent)**
* ***21stMay 2018 to 11th May 2021 in M/s Supreme Agrofoods Pvt Ltd (Dairy/Agriculture) Phase- VI, Focal Point Ludhiana (PB) as HR Manager.***

**Responsibilities (HR & IR)**

1. **Recruitment/Selection:** As per company requirement and procedure, Handling recruitment of each level, (Staff & Worker) with Joining formalities **like**- Application Form, issuing offer letter & appointment letter, ESIC, EPF, General nomination form & doing joining formalities of newly joined employees, Preparing Induction / Orientation Program of all new joiners. Bulk Hiring, Campus Hiring (Coordinating with collages/ institute for hiring Suitable candidates). Meeting the recruitment deadline by short listing the candidates & negotiating on salary part with complete reference check tool.
2. **Documentation:** Maintaining necessary records & personal Files of the exist & new employees. Issue Age proof certificate, Issue Life certificate & other required letters from the company.
3. **Payroll:** Attendance Preparing & Preparing the salary of employees (Salary & Wages) & Contractors, as per law. **(CLRA Act,1970)**
4. **Payment Reimbursement:** Coordinating with the finance department & payroll processing, Finalization CTC & Non-CTC reimbursement as per company policy & follow up for the pay out with finance. Coordinating with bank for opening bank A/c for salary processing of employees.
5. **Training & Development:** Arrange trainee program(Motivational & Generals Training) for the best of our factory unit & organizing camp (Adhar, ESIC & EPF). Developing Training & awareness about EHS, Firefighting time to time & other necessary activities in the company premises as per law.
6. **Manpower:** Planning of manpower, Fixed Strength & Providing manpower in every department as per their requirement with analyses.
7. **Knowledge of Portals:** Worked on the portals like- Naukri.com, Monster, indeed, Wisdom, Times job, Shine.com.
8. **PMS (Performance Management Systems):** Developing & implementing the performance appraisal system, Job Descriptions (**KRA/KPI)** of Staffs for the company & coordinating it with other line Managers/HOD.
9. **Engagements Report:** Planning & implementing Engagement hands reports **like-**Celebrate Birthday Party, New Year & another Celebration/Events Programs.
10. **Liaison:** Liaison with employees (i.e., Staff & Worker) & Government Officers, Bankers & Agreement with Union, Long Term Settlement, Domestic Inquiries & inspections from concerned department etc.
11. **Grievance:** Handling Employees grievance (Overtime, ESI & EPF, Salary & Others) online work related ESIC & EPF, Factory License & short out the issues.
12. **Cellular Agencies:** Coordinating with Cellular Schemes provider for new connection of all staffs with planning.
13. **Costing/Budgeting Report:** Monthly **MIS** report generation for finance & reduce costing & Designing Budget for smooth work in favor of company. Whereby company can review all expenses (Overtime, Machinery Parts, Other accessory & Miscellaneous Expenses) & Reduce costing & can be prepare good budgets for smooth running of company.
14. **Statutory Compliance:** Attend the Accidental case, Dangerous accord & settle the as per law. And Supervising activities of the time office, completing returns of each department (ESIC, EPF and Factory Act) & maintenance of attendance & leave records, necessary for processing payroll of employees & employees personal files & Registers of ESI , EPF & Factory Act, 1948 & Maintain & Monitoring all compliance record & time to time Registrations (Online or another sources) of all necessary department related **like**-Factory License, Peak Load, DG Set, Pollution, ESI, EPF , Statics & Boiler etc.)
15. **Social & Buyer’s Compliance:** Handling Social Compliances **like-** (Fire Safety, Employees Health & Safety, Pest Control, Rodent Box as required, Insect Killer, Displays of Boards, Pickets, Care of company building & maintains & knowledge of Buyer’s Compliance (As per requirement).
16. **Legal Issues:** Handling all legal issues & cases in the company premises **like**- Attending Labor Office/Labor Court cases.
17. **Process/Policies:** Developing & implementing policies as per compliance. (HS, Non-Discrimination, Recruitment/Hiring, Sexual Harassment, Absenteeism, Leave, CSR). Disciplinary Policies **like-** Punctuality, (In & Out process) Unnecessary meetings or conversation, Unrequired behavior, Peaceful & good atmosphere, Language understanding (Abusing/Vulgar) etc.
18. **Termination:** Following process of termination flow chart, Handling Full & Final Settlement of Employees (Staffs & Workers) & Exit interview.

**Responsibilities (Administration Activities):** Administering Bonus & loan payment policies & subsequent deduction from salary, welfare Activities, Housekeeping, Gardening, Logistics & all administrative work with security.

1.**Canteen Facility:** Monitoring the colony & canteen committees their proper follow up & feedback implementation to look after all activities related to canteen for providing hygiene Food. Interaction & negotiation with canteen vendor. Fixation of weekly food menu. Up keep and cleanliness of canteen area.

2.**Company Vehicles (Logistics):** To administrate movement of company vehicle. Up keep, maintenance and repair of company vehicle. All legal formalities of company vehicle road tax, insurance, permit, passing of Vehicle etc.

3.**Housekeeping:** To coordinate all activities related to housekeeping and cleanliness of plant Premises. Arrangement/Monitoring of housekeeping products etc.

4.**Security:** To administrate security activities, administrate safety measures, Awareness about disciplinary action & company policies also.

**Skills & Strength:** Financial Planning, Decision Making, Self-Motivator, Strategic Planning. Build a company image by teamwork, Handling Local community, Government Authority, (Tehsildar -**For Fard**) Monitoring company Assets (Scraps, Furniture, provided accessory of employees care of & taken as it is with him/her & others) & time to time reporting to **Mr. CMD/MD** etc.

**ISO 9001:2008& 22000**

* **Worked at ISO 9001:2008 & 22000 & Maintained Records for related Documents & checklists for audit.**

**Personal Details**

**DOB :** 07-05-1987

**Nationality :** Indian

**Marital Status :** Married

**Gender :** Male

**Language Known :** Hindi, Punjabi, English

**Blood Group : B+ (Positive).**

***Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Signature)***

***Amit Kumar***