

Jaskaran Kumar

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Address: #3615, Tajpur Road, Ludhiana

✓ PROFILE SUMMARY

A competent HR Manager with over 6+ years of experience in the insurance, Manufacturing and Real Estate Industry. A dynamic individual who is an expert in complete employee life cycle Recruitment, Employee Retention, Employee Grievance, HR Policies, Stakeholder and Vendor Management. Experienced user in employer job sites such as Naukri, Monster, LinkedIn, Indeed etc. Seeking Senior Level assignments in the Human Resource Department.

✓ Core Competencies

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|-----------------------------------|---------------------------------------|-------------------------------------|
| ▪ Talent Acquisition | ▪ Team Handling | ▪ Liaison & Coordination |
| ▪ Induction & Orientation | ▪ Strategic Planning & Implementation | ▪ Performance Management |
| ▪ Manpower Planning | ▪ MIS Reporting | ▪ Payroll and Administration |
| ▪ Vendor & Stakeholder Management | ▪ Employee Grievance | ▪ Statutory/ Regulatory Compliance |
| ▪ Employee Retention | | ▪ HR Policy Execution & Formulation |

✓ Professional Experience

- Currently working in The Eastern Park Co Pvt Ltd as Sr. Manager HR since 15th Sep 2022 to till date.
- 3 Years and 9 months experience in Prime Milk Specialities as HR Manager (Dec 2018 to Sep 2022).
- 1 Year 6 months Experience in HDFC Life Insurance (People Strong HR Services Pvt Ltd) as Sr. Recruitment Associate (16th June 2017 to 1st Dec 2018)

✓ Key Responsibilities

- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources which includes job portals, consultants, LinkedIn, campus, and internal references.
- Managing large teams of Employees (1000+ employees) of multicultural/multinational geographies.
- Preparing Offer Letter, Appointment Letter, Salary Negotiation, Salary Structure, Confirmation, Termination, Relieving and Experience letters.
- Conducting employee orientation & Responsible for smooth on-boarding/joining of candidates.
- Making new joiners acquainted of HR policies, rules & regulations of the organization.
- Ensuring that the joining formalities of new recruits such as ID cards, PF and ESIC no and bank account are completed on time.
- Responsible for maintaining and updating recruitment database records & personal files of employees.

- Responsible for weekly and monthly attendance tracking, maintaining Leave records of employees, reviewing absenteeism and counselling of employees.
- Responsible for tracking the completion of the probationary period and annual appraisals.
- Involved in Employee engagement activities like organizing and hosting team lunches, office parties, indoor games, outdoor games, conducting product training sessions, soft skill training etc.
- Handling employee grievances, internal disputes, escalations, and Internal HR communication.
- Timely reporting to the Managing Director through various MIS on required matters and Coordination with stakeholders.
- Identification of Training needs, Preparation of annual training calendar and training plan with the concerned department.
- Handling Issues related to Contract Labour Management, Interaction and communication with Workers.
- Handling end-to-end performance appraisal cycle, setting increment budget and increment slabs based on performance ratings.
- Maintenance of ALL Statutory Registers & Records (Under Factory Act, 1948).
- Coordination for Monthly PF and ESI Challan preparation and submission.
- Looking after the matters of Security personnel, Company vehicles etc.
- Handling Termination, Full and Final Settlement, employee loans, overtime, and reimbursements.
- Issuing Circulars / Notices, Salary Certificates, Warning letters and Absconding letters.

✓ Awards & Achievements

- Got Promotion (Recruitment Associate to Sr. Recruitment Associate) in People Strong in July 2018 on a performance basis of 2017 FY.
- Won Best Performance Certificate from People Strong for achieving 100% Target in pan India contest.
- Got Promotion (Assistant Manager to Manager) in Prime Milk Specialities pvt ltd in Oct 2020.

✓ Qualifications & Affiliations

ACADEMICS				
S. No	Examination	University	Year	Percentage
1	MBA	Punjab Technical University	2017	71%
2	BA	Punjab Technical University	2014	68%

✓ Technical Qualifications

- ADICA (Advanced Diploma in Computer Applications)
- **Microsoft Package** - MS-word, Excel
- **Internet Application** - web browsing, E-mails & Internet usage.

✓ Quite familiar with

- Job Portal: Naukri, Monster, Timesjobs, Indeed, Shine.
- Open Networking Websites: LinkedIn, Apna App etc.
- MS Office.

✓ Personal Details

- Father's Name : Late Sh. Janak Raj
- Address : #3615, Tajpur Road, Ludhiana.
- Contact Tel : 9646048047,8360059083
- Languages : English, Hindi, Punjabi
- Marital Status : Unmarried
- D.O.B : October 4, 1992

All the details provided above are correct and true to the best of my knowledge. Lastly, I assure that given a chance, I will, with my hard work and perseverance, prove myself worth.

Sincerely,

(Jaskaran Kumar)