To

The Concerned

Dear Ma’am/Sir,

With this letter and the attached resume, I would like to express my sincere interest in the Human Resources Manager position you have available. As an accomplished professional with 12+ years of experience spearheading comprehensive HR functions, I possess a wide range of knowledge and talents that will allow me to contribute toward the success of your company.

My background lies in successfully directing organizational planning and performance through strategic processes and staff development. Throughout my career, I have managed recruitment procedures, employee training initiatives, staff coaching, labor relations, and employee morale-boosting practices. Additionally, my established success in effectively interacting with staff and management teams positions me to make a significant contribution to your organization.

The following achievements demonstrate my qualification for this position:

* Interviewing, hiring, and training top-performing teams while ensuring comprehensive adherence to organizational regulations and guidelines.
* Developing and implementing company-wide policies and procedures to establish standardization and drive staff compliance.
* Directing talent acquisition, performance evaluations, and special project / event management to generate streamlined, efficient operations and achieve corporate objectives.
* Establishing solid and trusting partnerships through exceptional relationship-building skills; utilizing positive energy and interpersonal abilities to secure employee and management trust.
* Smooth Function of Performance Management System.
* Training and Development Process, Effectiveness analysis & Development plan
* Expert in statutory Compliance

My proven dedication to optimizing organizational success through my keen knowledge of human resources operations and strategies will contribute immensely to the success of an Organization.

I will be thankful for your consideration, and I look forward to speaking with you soon.

Sincerely,

Vishal kumar

Curriculum Vitae

Vishal kumar **Personal Information**

H.No.179 G.K. Estate Munidan Kalan Father’s name: Shri Onkar Nath

Distt- Ludhiana, Punjab-141114 Mother’s name: Smt. Veena Devi

Cell: 8427100271, 6280183539 Date of Birth: 15th April, 1982

E-mail:-**Katna\_v@yahoo.com** Marital Status: Married



**PROFESSIONAL OBJECTIVE**

Self-motivated, highly creative and firmly believe in team work. Looking forward to working in a challenging and professional atmosphere that can explore my capabilities to the fullest and contribute my best towards the growth of the organization, I work for, by gaining the confidence and admiration of colleagues and seniors.

**SYNOPSIS**

1. An astute performer having 12+ years of experience in Human Resource Generalist Function and Administration.
2. Expertise in Training and Development, Recruitment (mass hiring), employee relations, Maintaining as SPOC (Single point of contact) and fair exposure to learning & Developmental activities, grievance handling, organizational development and Employee engagement and statutory compliance.

**Professional EXPERIENCE: – 12 + years**

New Swan Auto Comp. Pvt. Ltd.

Manager- HR and Admin

Vardhman Polytex ltd.

Sr. HR Executive

Jaycee Automobiles Pvt. Ltd. (JCBL)

Dy. Manager- HR and Admin

Marshall Machines Ltd.

Sr. Manager- HR

**2020- TILL**

**2017-2020**

**2013-2017**

**2008-2013**

**CORE COMPETENCIES:-**

Recruitment Selection & Induction Training & Development

Employee Engagement & Motivation Performance Management System

Payroll Management Contract Labuor Management

Exit Management & Analysis HR Operations & Compliances

HR Policies Implementation & Development TPM & Lean Manufacturing Implementation

Co-ordination for Legal, IATF and OHSAS Audit Internal and External

**RECRUITMENT & SELECTION:**- **(Staff , Associates & Contractor)**

Prepare the Manpower Budget and Control the Finical KPI related RSI. Manpower Cost to sale %age, Recruitment Cost & Admin cost. Developed a strong diversified professional manpower base with qualities, professional competencies and skill sets as corporate talent pool. Partner with Business Leaders to understand talent requirement and plan for upcoming projects, project delivery, manpower mapping, resource identification matching project need and delivery as per the time scale.

Ensured proper, cost-effective recruitment as per Budgeted Man Power & Planning from various sources, like external consultants, referrals, print media and internal data base. Responsible for end to end process for effective Recruitment & documentation i.e screening & short listing the Resumes, scheduling Interviews, Trials of Skilled Members, Salary Negotiations, Medical, Interaction With Plant Head & COO and Issuing of the Offer/Appointment Letters, Background verification etc.  
Also, responsible for joining and Induction of the selected candidates i.e Orientation on Company Vision Mission & Values, HR Policies & Procedures, Intranet, Buddy program & Feedback Analysis & Safety Norms.

Responsible and Manage the end to end process of Campus Placement Drive of Company as per guidelines. Ensure for smoothly completion the road map of GET’s/DET’s in the plant and effective review mechanism for their confirmation.

**TRAINING & DEVELOPMENT:-**

Responsible for identification of Training needs from the various Process for Staff & Associates for Staff: - from PMS review output- Technical or Behavioral needs, Individual Specific Needs, Department Specific Training Needs. For Associates (Workman) TNI through Skill Matrix, Yearly Appraisal & Process Specific Needs.

Responsible for Preparing & Control the budget of T&D. Ensure for prepare & implement Training Calendar as per TNI, Level wise Module, Pre Post Test for technical Trainings, Feedback analysis. Organized and coordinated Internal & External Trainings with special emphasis on assessment of Training Effectiveness and use measurement tools for training effectiveness for upgrade the level of each individual and plant performance.

Responsible for implement the IDP (Individual Development Plan) for upgrade an employee skill as per Multiskilling approach.

**PERFORMANCE MANAGEMENT SYSTEM:-**

Assisting in reviewing/updating job descriptions & defining KRA’s for new joiners. Ensured proper acceptance and understanding of the new PMS system among the members through workshops & trainings and responsible for timely prepare & submit the KRS’s of an each individual.

Involved in the conduction of monthly and half-yearly Performance reviews for all levels of staff, responsible for right fitment /Job rotation of Members based on the review outcome.

Make the MIS & analysis of Review outcome & present to the Top Management & issue the promotion & increment letter as per company guidelines & restructurer the salary & Bands. Analysis the competency mapping & design the succession planning for career development

**EXIT MANAGEMENT:-**

Responsible for effective management of the exit process for employees. Ensure for proper four different modes of separation of an employee from services in the organization i.e. Voluntary Separation, Retirement, Involuntary Separation and Absconding. Responsible for Conduct Exit Interview, Analysis of Exit and action plan, action Planning based on results from Exit Interview.

**EMPLOYEE ENGAGEMENT & MOTIVATION: -**

Responsible for various employee engagement initiatives actively by yearly welfare calendar through Sports Meets, Celebration of Festival, External visits & Family Visit, etc. Responsible for the CSR activities like Medical camps. Take home safety & Educational Social Activities. Responsible for design and effective implementation of Reward and Recognition policy in the plant for employee motivation and moral.

**PAYROLL MANAGEMENT:-**

Review payroll disbursements and ensure for timely payments for part-time and full-time employees. Responsible for determine annual bonuses and overtime pay to include in payroll. Assess payroll systems and make recommendations for more efficient systems. Create reports for tracking disbursement and other errors, and develop methods for resolving them. Maintain effective internal controls for the payroll function and proactively work with management to identify efficiency improvements and gaps. Analyze the daily attendance system, Leave Management, Reports, Compliances, Minimum wage revision and full and final settlement etc.

**CONTRACT LABOUR MANAGEMENT: -**

Responsible for making contract with third party as per statutory norms. Ensured and check the legal compliance done by third party. Verification of attendance and salary sheet for Clearance of Bill. Fulfill the Contractor labour requirements as per departments sanction manpower. Recruitment and induction process of Contractor labour.

**EMPLOYEE RELATIONS:-**

* Maintaining as SPOC – Single point of contact for all employee queries.
* Maintained harmonious relationship with employees by visiting all offices on regular basis to connect with them and conducting HR Open-houses from time to time
* Handling employee queries & grievances & solving in time (TAT).
* Facilitating the line managers in execution of people management Responsibilities/ Facilitate better work environment, Culture & facilitation in Different HR processes.
* Educating employees with Policies Process and Excellence by Training & Print Media
* Maintain and share the monthly grievance trend and report to the Top Management.

**REPORTING/DATABASE MAINTENANCE:-**

* Responsible for Preparation of Reports, HR Score Card, MRM, Weekly & Daily Reports.
* Responsible for HR & Admin Budged
* HR & Admin Compliances.
* HR & Admin Audit (Legal, Statuary, OHSAS, EHS, IATF, Internal Audits)

**Liaisoning:**-

**To Liaison with All Department i.e.**

**- Director of Industries**

**- Labour Department**

**- PF & ESI**

**- Pollution control board**

**Administrative & IR:-**

* Responsible for effective Security systems, smooth transport systems canteen service , Hotel Management
* To ensure smooth employee relation & grievance management systems

**External Training Attended:**

* Certified internal auditor of ISO 9001:2008 & ISO 14001:2004
* Problem Solving tools
* Stress Management
* Study of Behavior

# **Professional Qualification:-**

**\*Post Graduate Diploma in Business Administration** Specialization in “Human Resource” from A.M.S Dehradun with 67 % through MAT examination (Full time 2 years).

# **Educational Qualification:-**

- M.Sc. from Punjab University, Chandigarh in 2005

- B.Sc. from H.P University, Shimla in 2002

**Technical Skills:-**

!. MS Office suite: - MS Excel, MS Power Point, MS word

**INDUSTRIAL EXPOSURE:-**

1. Apollo Tyre Ltd. Cochin , kerla in Oct. 2006

**CTC: - 9.2 LAC/ANNUAM**

**Expectation: 25-30%**

**Personal Details:**

**Date of Birth 15.4.1982**

**Fathers’ Name Sh. Onkar nath**

**Mother’s Name Smt. Veena Devi**

**Marital status Married**

**Address : H.No.179 G.K. Estate phase 3 Mundian Kalan Ludhiana**

**I hereby declare that all the above furnished information is true and correct.**

**Vishal kumar**