

Amit Kumar

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Want to relish working in a premier company with dedication and determination, seeking with total commitment a challenging and responsible position that offers bright opportunities and add value to organization and myself.

OCCUPATIONAL CONTOUR

Presently Working in 10 Sep 2015 to Till date from **Starwire India Ltd.** as HR

Key Deliverables

PROFESSIONAL RESPONSIBILITY: **Recruitment, HR Operations, Time Office and Payroll**

- Efficient in interviewing and assessing the People.
- Maintain Payroll Process & Salary Structure.
- Maintain Process of EPF,ESI etc.
- PF & ESIC related query resolution by approving/updating their KYC documents and help them to withdraw their PF and avail their ESIC facilities.
- Maintain full life cycle of recruitment process.
- Scheduling interviews , Coordinating and managing the recruitment Process & Induction process.
- Developing employees engagement program like Initiated a welcome -mail policy to all new joiners,Initiated regular Birthday mailers & celebration policy.
- Automation of HR leave and attendance by biometric system.
- Maintain Payroll processing system and records by calculating and in putting data and answer staffs questions about wages,deductions,attendance and time records.
- Calculating payable hours, bonuses, taxes, and deductions.
- Entering the data of new employees into company's databases (e.g. tax identification numbers and bank accounts).
- Sourcing profiles through various Portals and managing a databank for future requirement.
- Ensure Attendance is maintain HRMS System.
- Searching CVs, Validating the profiles in terms of Salary, technical matching, Communication, Confidence level etc.

- Completing documentation, taking HR Interviews , Salary negotiations.
- Screening through CVs from Job Portal like Naukri etc , calling up candidates, interviewing them on their interest level & fixing up a meet with the department head.
- Proficient in giving valuable decision and taking the feedback from the employees.
- Sourcing resume through Job Portal, Headhunting etc.
- Analyze the quality people and contact them through phone , Email.
- Communicating with hiring managers and top management, to plan manpower requirements at the manufacturing unit as well as the corporate office.
- Maintain the existing employees and take the feedback from them.
- Make the coordination with various departments.
- Responsible for development, coordination, presentation of training programs for skilled employees.
- Identifying vacancies, post open job , screen, interview and match applicant with open position, background and reference checks, extend offerings and employee on - boarding.

Tracking attendance, maintaining leave records, issue letters etc.

- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letters etc.
- Following up all human resources calendar activities.
- Dealing with employee complaints.
- Helping to write up a list of interview questions to ask job applicants.
- Answering telephone calls relating to HR issues.

Achievements

- Won the Best Idea Initiative award for the Birthday Celebration policy.
- Won 'Best Employee' award in 2017.

Academe

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- MBA(HR) from C.S.L Institute of Advanced Studies, Haryana
 - B.Com from C.S.L Institute of Advanced Studies, Haryana
 - Class 12- Commerce
 - Class 10- Universal Public School

Software Exposure

- Operating System : - Win XP
- Other software : - Advance MS Excel , MS Word etc.

- Internet

PERSONAL INFORMATION:

Nationally : Indian
DOB : 15 April 1989
Marital Status. : Single
Language Known : Hindi & English

Declaration

I consider myself familiar with designing aspects. I am also confident of my ability to lead as well as work in a team.

I hereby declare that the above mentioned information is true.

Date:

Amit Kumar