***CURRICULUM – VITAE***

**Name : Govind Kumar**

**Address : Mcf. 282, ballabgarh, Faridabad.**

**Faridabad - 121004**

**Contact No**: 8285070996 **E-mail id:-govind9621@gmail.com**

**HR / ADMINISTRATION PROFESSIONAL**

* Professional competencies in managing HR function – Training & Development, Manpower Planning, Initial Screening, Wages and Salary Administration, Discipline.

**CORE COMPETENCIES**

Training & Development, Strategic Planning, HRM/HRD , Administration , Communication Strategies , Personnel Administration / Employee Relations , Compensation, Manpower planning , Performance Management.

**Professional Experience**

(**Current Employer**) :-

**YAMAN INDUSTRIES.** Since Feb-2017 to till date as a **Asst. MANAGER HR.** Yaman Industries is Manufacturer of shaft , spool , bush, etc for ( Maruti, GKN, New Holland,Sonalika,Escorts, Hero).

**Past Employer :-**

**SH-HARYANA WIRES LTD.** Since July-2013 **-** to Feb-2017 as a **Asst. MGR HR**. SH-HARYANA WIRES is Manufacturer of round enamelled copper & Aluminium Wires, with the huge customers list ( ABB, Denso, Marathon, Tecumseh, Lucas, Picl, Autolek, etc.)

**JOB PROFILE**

**Payrolls Management**

* To handling the salary & wages of around 400 employees on excel sheet.
* Handling all activities related to salary/wages , attendance, overtime, salary distribution, salary slips, PF slips.
* Responsible for full & final settlement.
* Prepare the Bonus, Overtime, LTA & MED. etc.
* Issuing offer letter , appointment letter for new joining.
* Handle complete on boarding & de-boarding process.

**Statutory & Social Compliance**

* Preparing the monthly online Challan of ESI & EPF under ESIC Act & EPF Act, Factory Act Return, LWF return, Deposit the return on time.
* Responsible for online registration of new joining employees for ESIC & issuing TIC.
* Maintain the social compliance Like Health and safety, fire equipments maintain, committees etc
* Handling the employee’s internal & external grievances.

**Time Office Management**

* Maintaining Record Leave with wages register, Salary Register, PF eligible Register, OD slip, gate pass, Attendance Records etc.
* Maintain the registers like accident, Bonus, Over time, Damage, Fine, Adult, Eligibility Register etc.
* Checking all types of bills, transport, security, consultancy, hotels, crane, water, etc.
* To Ensure that all registers are maintained properly by security ie. Staff movement Reg. , Seal. Reg., visitor Reg., night Report Reg., bills, Letters, couriers Reg., inward & outward Reg. Etc.

**Training & Development**

* Identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with H.O.D’s.
* Preparing Annual & Monthly training calendar.
* Considering the costs of External planned programs and keeping within budgets.
* Arranging the Internal as well as External Training as per the Monthly Plan.
* Communicate & co-ordinate training program with line managers, participants, relevant sources, to be conducted as per the training calendar.
* Train employees on several soft skills & technical skills (5S, Kaizen, Red tag, Health & Safety).
* Developing effective induction programs for New Joiner(staff & workers)
* Monitoring and reviewing the progress of trainees through questionnaires and discussions with managers;
* Evaluating training and development programs;
* Involved in ISO/TS Audit
* Updating and maintaining Skill matrix and Competency matrix

**Administration**

* Looking Security arrangement System.
* Looking House-Keeping Management.
* Maintain 5,S & Kaizen system, daily 5,S audit, suggestion schemes & beautification of plant and arrangement of function.
* Maintaining cleaning schedule of drinking water tank, DM water tank & stored water tank.
* To coordinate with production Dept. for manpower planning.
* Organizing Blood Donation camp .

**VOCATIONAL TRAINING :-**

Completed two months summer internship in **Good Year India ltd.**  On the project of **Training & Development.**

**Professional Qualification**

* Master in Business Administration (M B A) with **Human Resource** from MD University with 64% in 2013.

Scholarly Qualification

* 2008 – 2011 B.COM From MD University
* 2007 – 2008 XII standards, From UBSE board
* 2005 – 2006 X standards, From HBSE board

Professional Skills

* **Interpersonal Skill:** The ability to work with range of people from diverse background and culture.
* **Flexibility :** Ability to handle frequent changes.
* **Team player :** Abilityto work with the team member as well as leader.
* **Commitment :** Especially to continuously improve, both professional and personally.

**Computer Proficiency**

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| --- | --- |
| . | * Knowledge of MS Office (MS.Word, MS Excel, MS. Power point.) G0208126 |
|  | **Hobbies**  .   * Listening music & Interacting with new people. * Travelling   **Strength**  Good Communication Skill, Presentable, Positive attitude, punctuality, Confidence, Patience, Teamwork and Hardworking.   |  |  | | --- | --- | |  | . | |

**Personal Details**

**Father’s Name Sh. Devi Ram**

**Permanent Address As Above**

**Date of birth 10 may. 1991**

**Marital status Married**

**Nationality Indian**

**Languages Known English & Hindi**

**Expected Salary Negotiable.**

**This is to certify that the above given information are true and correct with the best of my knowledge.**

**Yours Truly**

**(Govind Kumar)**