## **Devender Kumar Sharma**

## Handset No-9891564949

## E-mail [hrm.dksharma@gmail.com; hrm.dksharma@outlook.com](mailto:%20hrm.dksharma@gmail.com;%20hrm.dksharma@outlook.com)

## ***Objective:*** Looking for the Position of HR Manager with a reputed Organization.

Recruitment Processes & Procedures Policies & Procedures Formulation Recruitment Life cycle

HR MIS Recruitment Matrics Audits Campus

Job Descriptions Job Specification Daily Recruitment Reports

Recruitment Vendor Management Reference checks Appointment Letters

Disciplinary Procedure Employees Life Cycle Salary Negotiations

Manpower Planning wage code bills, social security bills Employees Engagement

Induction & Orientation Introduction e-mailers New Joiner’s feedback session

Induction program Employees Relations Attendance & payroll Reports

Rewards & Recognition Employees satisfaction feedbacks Employees HR MIS Reports Employees Accommodation Employees Grievance handling HR Record Audit

Promotions & Transfers Reference check Audits Appraisal & increments

Vendor Management Labor laws(ESIC PF & Labor laws) Full & Final settlement Audit

***14 years of experience in Human Resource Management with Hospitality, Entertainment E-commerce & Manufacturing Industries***.

## Kingdom Of Dreams, Gurugram Assistant Manager HR**,** working wef January 2016 till date .

The ultimate entertainment and leisure destination, sprawling across acres of land, ideally located at the apex of the golden triangle of Jaipur, Agra and Delhi, is the magnificent **Kingdom of Dreams**. Here, the carnival that is India is distilled into one iconic destination. This fabulous Kingdom brings to life a blend of India's art, culture, heritage, craft, cuisine and performing art...all with the technological wizardry of today. **Nautanki Mahal:** showcasing an extravagant cinematic and theatrical musical. **Culture Gully:** an elaborate culture, arts, crafts and food boulevard. **Showshaa Theatre:** a fabulous, colourful drama marquee spotlighting Indian mythology productions, a mock wedding show and the great Indian talent circus.Get ready for this century's most novel tourist destination: **Kingdom of Dreams.**

**Job Responsibilities:**

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

**Job Duties:**

* **Talent Acquisition Management :** Talent Planning , designing Talent hiring processes , working closely with department heads regards new hiring requirements as per business needs, making strategies how to source candidates as per TAT and requirements , Sourcing the candidates from various channels like as social media platform LinkedIn, facebook, naukri.com, timesjob.com & other promotional & Professional websites IIM jobs, existing data based, employees referrals, managing recruitment vendor, mass campus recruitment through management colleges like IIM , MDI, XLRI, MBA colleges, degree colleges ITI colleges as well PMKVY institutes, Plan interview & rolled out schedule to all concerns, Conduct HR Round for GM, Managers line staff & executive level, Schedule candidates for next round & fix appointment for final round with MD & ED.
* **On boarding**: - Joining formalities of new joining taking first day attendance cross check all formalities has been filled correctly by employee and make ausit summary for remains documents .
* **Induction** :- Introduce new joinees about company goals, policies procedures, do and don’ts rules employees handbook all conglomerates associated with company its brand values mission and brief about company.
* **Policies & Procedure**. Reviewing old policies make appropriate required changes & take approvals from concerned management officials and Implementing policies & Procedures within the organizatio.
* **Attendance & Leave management**.: Month end attendance & Leave Management data inputs audits of leave records
* **Disciplinary procedures**: Conduct matters related to thrift, pilferage, late arrival on duty, misconduct, honesty, conduct investigation with security and draw conclusion and take decision also issue advisory letters to concern employee
* **Employees Terminations** : conducted employee’s termination sessions successfully based upon management decision appropriate also handle involuntary resignations and terminations by taking in favor concern employees
* **Employees Record** :-Upkeep the employees personal files & employee’s Data management.
* **Monthly Reports** HR MIS Reports, audits and do corrections wherever necessary and present to management
* **Training and development: Training** Need identifications, circulate training calendar as per plan, conduct offline classroom session as well online session on ZOOM, circulate training material and also conduct training feedback sessions
* **Promotions, Transfer and Increment : -** processes for transfer s , involuntary as well voluntary, prepare Increment sheet also conduct appraisals with HODs,
* **Reward and Recignition program:** make processes for rewards and recognition for company able to take inputs and distribute rewards on monthly basis.
* **Employees Insurance schemes-** Share monthly basis addition and deletion to insurance to cover employees under insurance for GMC and GPA yearly quote for insurance as per current condition and requirements.
* **Payroll processes** Attendace data inputs upload, new joiners addition’ resignation and hold, upload data related to salary inputs, tax inputs from accounts, upload deduction sheet, deduction for advances and loans, reports extracts related to esic EPFO and labour monthly returns, payroll cost reports Accounts reports, GM /MD Reports, reimburshment of accommodation, telephone and other expenses, overhead cost reports
* **Full & Final Settlement**- Conduct exit interview of leaving associates & help them to fill up the exit Formalities & process their F & F settlement & forward to the accounts department.

**Other Responsibilities:**

* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Making strategies to fill the core and general positions as per the budget.
* Offer the position of selected and approved candidates and send offer letter via email or call candidates to collect their offer letter
* Conduct the Induction Programme for new joiners and send their joining introductory mailer to whole company.
* Medical examination to new joiner and the old food handlers as per the HACCAP requirement.
* Coordinate to Hospital on panel for the IPD and OPD cases and injuries happened during the operational work
* Send e-mailer to whole company on major occasions and festivals during the month.
* Organize and coordinate employee engagement activates like, Movie of the month Indoor games/outdoor games and birthday celebrations during the month also doing the coordination and assigned responsibility for the team member for the task as per the requirement and activity.
* Payroll costing Report, Outlet wise Costing Report HR MIS Report, Talent Report , Daily Calling report of Recruitment Team, Budget VS Actual Report, Pictogram Reports for Management

## Fortune Landmark, Indore Assistant HR Manager 14th October 2014 up to Apr, 2015

## Radisson Blu Haridwar & CIS Panjim, Goa Deputy Manager HR 07th Nov 2013 up to 07th Oct, 2014

## Choice Hospitality India Pvt Ltd(Corporate Role) H R Executive 14th March 2011 up to 06th Nov, 2013

## Crowne Plaza Hotel, Gurgaon H R Office 19th July 2010 up to 12th March, 2011

## The Westin Sohna Resort & Spa, Sohna- Gurgaon HR Assistant 04th June, 2008 upto 10th July, 2010

## Surya Shakti Vessels Pvt Ltd , Faridabad HR & Admin 01st June 2005 upto 03rd June, 2008

## **Industrial Training :**

* Six weeks on the job training in HR Deptt. In Intercontinental Park royal Hotel, Nehru place, New Delhi.(2005)
* Six weeks on the job Training in front office & Human Resources Deptt. From Ashoka Hotel, New Delhi.(2004)

## **Professional Qualifications:**

* **MBA (Specialization in Human Resources)** from SMU Session **2007-2010**.
* **PG Diploma in Industrial Relations & Personnel Mgt.** From Bharitya Vidhya Bhawan, New Delhi (session 2006-2007).
* **MHM (Masters in Hotel Management)** from Kurukshetra University, Kurukshetra Haryana, India (session 2003-2005)

## **Academic Qualifications:**

BSC from M.D.U. Rohtak in 2002. & 10+2 C.B.S.E. New Delhi in 1999 & 10th from HBSC in 1997

## **Computer skills :**

* Basic( Microsoft EXEL, Word, PPT (PowerPoint) internet & e-mail, Advanced Excel(Pivote table, formulas

## **Strength**

* Self- Motivated, Self believe, Problem solver, team player and adept to new environment.

## **Personal Details :**

**Father’s Name** Lt Sh. Padam Sharma

**Date Of Birth** 27th Feb. 1982.

Sex male

**Nationality** Indian

**Marital Status** Married

**References** On request

DATE:

PLACE: **(Devender Sharma)**