

**SANJAY KUMAR SHARMA**

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Looking for excellence in the chosen professional field through self motivation, hard work and augmentation of core skills requires for effectively delivering the goods. Believe strongly in the concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibilities.

**TARGET INDUSTRY & PREFERRED FUNCTIONAL AREA**

Manufacturing Unit and Project with HR/Administration/ Liaisoning

**CORE AREAS OF EXPERTISE & EXPOSURES**

HR & Administration, Leadership, Team Management, Communication, Planning, Negotiation, Liaison, Market Research

**ACADEMIC & PROFESSIONAL RECORDS**

- ☐ P.G. Dip. in Industrial Relations & Personnel from Annamalai University.
- ☐ E-commerce from Wintech, Preet Vihar, New Delhi.
- ☐ Graduate Dip. in Computers from IEC, New Delhi.
- ☐ Graduate from Delhi University.

**COMPUTER PROFICIENCY**

- ☐ MS Office, Internet etc. Comprehensive and practical knowledge and experience in the use of MS-Office and Internet

**SKILLED FAMILIARITY**

Current Company : ENCORP POWERTRANS PVT LTD., Boisar / Mumbai  
Current Industry : Manufacturing Steel Fabrication & Galvanizing  
Tenure/Duration : Duration: October 2022 onwards  
Currently Designation : Sr. Manager – H. R & Admin.

**Company Profile:**

ENCORP GROUP FOUNDATION was laid in the year 2006.

ENCORP POWERTRANS PVT LTD. Most ambitious of all our ventures, which has built a state of the art fabrication & galvanizing facility for Power Transmission and Projects & Sundry Galvanizing Industry to various Steel Structures requirements of infrastructure Industry in the State of Maharashtra at Boisar / Mumbai. The Company is equipped with latest innovative technologies and a strong team of highly motivated professionals with a annual turn over of Rs. 200.00 Crores per annum.

**VISION:** - Create a Global sourcing hub for engineering and manufacturing solutions in the infrastructure and Project Management domain.

**Responsibilities**

- ☐ Follow up with HR & Administration for Factory and EPC & OHE Projects.
- ☐ Follow-up with Recruitments & relevant activities.
- ☐ Follow-up Staff with KRA & KPI
- ☐ Follow-up with Labour Matter, Labour Cases & Compliances.
- ☐ Leading to a strong and hard working team.
- ☐ Manufacturing & Planning of Labour Strength & Co-ordination with Contractors.
- ☐ House Keeping of Factory.
- ☐ Liaison with Govt. Depts. : Pollution, Labour Cases, P.F., ESIC, Factory & Boiler etc.
- ☐ Attending all Govt. Officials, Meetings, and Seminars etc.
- ☐ Monitoring daily progressed report of EPC & OHE Project.
- ☐ To Serve Contractors up to their Satisfaction.
- ☐ Keep Co-ordination between Management, Staff and Workers

**Last Employments**

July 2021 to July 2022 ASHISH PIPES as Manager – Admin. & Development

**Company Profile:**

**ASHISH PIPES** established in the year 2000 in Noida is well known manufacturer and supplier of Pipes & Fitting. The unit is equipped with latest innovative technologies and a strong team of highly motivated professionals with a annual turn over of Rs. 40.00 Crores per annum. The company products PVC Pipes & Fittings, PVC Casing Pipes, PVC Conduits Pipes and HDPE Pipes etc.

**Responsibilities**

- ☐ Follow up with HR & Administration for Factory.
- ☐ Follow-up with Recruitments & relevant activities.
- ☐ Developing Vendors in various Govt. Sectors.
- ☐ Developing the requirements of the company.
- ☐ Liason with various parties of the company.
- ☐ Follow up with various parties of the company.
- ☐ Liaison with various Govt. Departments to develop.
- ☐ Organizing the Project.
- ☐ Leading to a strong & hardworking team.
- ☐ Enhanced the progressed volume of the Company.
- ☐ Follow-up with Time Office, appraisal etc.
- ☐ Co-ordination with various Sites & Head Office.
- ☐ Organising Training Programme.
- ☐ Organising Meetings of workers and staff on safety, discipline and enhancement of progress.
- ☐ Trained & Developed skilled workers for the project.

**July 2016 to April 2021**      **H.G. INFRA ENGINEERING LTD (HGIEL) as Manager - HR & Admin.**

**Company Profile:**

**H.G. INFRA ENGINEERING LTD (HGIEL)** is one of the leading growing Construction Company of Rajasthan and with its footage in the area of Road Construction they also covered Real Estate, Pipeline, Hospitality and Education Sectors with company Turnover around 1000 Crores.

**Responsibilities**

- ☐ Organizing the Project.
- ☐ Leading to a strong & hardworking team.
- ☐ Enhanced the progressed volume of the Project.
- ☐ Follow-up with Time Office, appraisal etc.
- ☐ Co-ordination with various Sites & Head Office.
- ☐ Organising Training Programme.
- ☐ Organising Meetings of workers and staff on safety, discipline and enhancement of progress.
- ☐ Trained & Developed skilled workers for the project.
- ☐ Monitoring day to day activities & problems, safety measures of workers.
- ☐ Organising Mess for whole staff & workers of the project.
- ☐ Organising Vehicle / Transportation facility of the project.
- ☐ Full-fill of staff requirement.
- ☐ Looking over the HR & Administration Independently.
- ☐ Liaison with various Govt. Departments.

**Nov. 2011 to June 2016**      **Worked with ADVANCE STEEL TUBES LTD, DELHI/HWR as Manager - Administration**

**Company Profile:** ASTL is an ISO 9001-14000 Certified organization engaged in the Manufacturing of Sub Station Structures, Transmission Line Towers up to 765 KV, Line Hardware, ST Poles, ERW Pipes etc. with Group Turnover of more than 600 Crores. ASTL was also engaged in Transmission Line Turnkey Projects and has successfully executed 400/220 KV Lines in U.P, around 500 Kilometers.

**Responsibilities**

- ☐ Follow up with HR & Administration for Factory & Turnkey Projects.
- ☐ Follow-up with Recruitments & relevant activities.

- ☐ Follow-up with Labour Matter, Labour Cases & Compliances.
- ☐ Leading to a strong and hard working team.
- ☐ Manufacturing & Planning of Labour Strength & Co-ordination with Contractors.
- ☐ House Keeping of Factory.
- ☐ Liaison with Govt. Depts. : Pollution, Labour Cases, P.F., ESIC, Factory & Boiler etc.
- ☐ Attending all Govt. Officials, Meetings, Seminars etc.
- ☐ Monitoring daily progressed report of Turnkey Project.
- ☐ Follow-ups with UPPTCL for Turnkey Project..
- ☐ Follow-ups with Turnkey Project Contractors for Progressed, Material & Payment.
- ☐ To Serve Contractors up to their Satisfaction.
- ☐ Keep Co-ordination between Management, Staff and Workers

**September 2007 to October 2011**      **Worked with SANGANERIYA SPINNING MILLS LTD, Neemrana Manager - HR & Commercial**

Company Profile: SANGANERIYA SPINNING MILLS LTD, company based in Neemrana and is engaged in the manufacturing of Synthetic Yarn of Grey, PV, Viscose, Polyester and Dyed etc. DHANALAXMI INDUSTRIAL ESTATE, is based in Jaspur, Udham Singh Nagar (Uttarakhand) is a developed and growing Industrial Estate and successfully established many industries in that.

**Responsibilities**

- ☐ Organizing Market survey.
- ☐ Enhanced the production volume.
- ☐ Organising Training Programme.
- ☐ Organising Meetings of workers and staff on safety, discipline and enhancement of production.
- ☐ Organized the Labour volume of the factory.
- ☐ Trained & Developed skilled workers for factory.
- ☐ Monitoring day to day activities & problems, safety measures of workers.
- ☐ Full-fill of staff requirement.
- ☐ Looking over the HR & Administration Independently.
- ☐ Liaison with various Govt. Departments.
- ☐ Liaison with Govt. Departments for Industrial Estate in the State of Uttarakhand.
- ☐ Monitoring Commercial & Marketing activities of Industrial Estate.

**April 2001 to July 2007**      **Worked with M/s. SURAJ VANASPATI LTD, DELHI as Executive - H.R & Project**

Company Profile: SVL is a flagship company of Suraj Group of Industries having annual turnover of more than 400 Crores. SVL is into manufacturing of Vanaspati & Refined Oil and Group also engaged in Food Crushing, Liquor and Bottling etc. Engaged in POWER PROJECTS in the State of Himachal Pradesh.

**Responsibilities**

- ☐ Maintaining Data.
- ☐ Preparing Attendance.
- ☐ Documentation and Correspondence.
- ☐ Keeping Record.
- ☐ Planning of Men Power.
- ☐ Follow-up with Departments & House Keeping.
- ☐ Part of a Strong & Hard Working Team.
- ☐ Purchasing various types of office items.
- ☐ Planning of Power Projects in the leadership of Retd. IAS.
- ☐ Follow-up with HIMURJA for Power Projects allotted to the company.

**December 1999 to April 2001**      **Worked with M/s INALSA APPLIANCES LTD, NOIDA as Personnel Officer.**

Company Profile: INALSA APPLIANCES LIMITED is under the flagship of Turner Morrison Group. The company is manufacturing Home Appliances by the brand name 'INALSA. A leading and known brand in the field of Home Appliances.

**Responsibilities**

- ☐ Maintaining Data & Planning.
- ☐ Keeping Record.
- ☐ Follow-up with Administration & House Keeping.

- ☐ Liaison with Govt. Departments.
- ☐ Follow-up with Vendors for office items & General Purchase.
- ☐ Maintaining of Inventory.

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**INDIVIDUAL INFORMATION**

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**Date of Birth** : 09.05.1971  
**Fathers Name** : Late Shri R.S. Sharma  
**Marital Status** : Married  
**Permanent Resident** : Delhi  
**Nationality** : Indian  
**Languages** : English & Hindi  
**Expected Salary** : Negotiable

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**DECLARATION**

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I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date:

Place: