

RAKESH KUMAR SINGH

**PLOT NO. 24, SHIV SINGH BAGAN
NEAR AGRICO P.O., AGRICO
JAMSHEDPUR JHARKHAND
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INDIVIDUAL PROFILE:

An extremely zealous and hard working person, with pacific nature, eager to work With zest and pertinacity.

OBJECTIVE:

To prove my mettle in a competitive, rewarding and challenging HR environment rendering my service with utmost sincerity and responsibility to work as a team, willing to learn at anytime and to have an impact on the growth of the organization.

WORK EXPERIENCE:

Currently Working In “**Hotel Lelac Sarovar Portico**” as **Assistant Manager Human Resources**” from **March-2020 onwards**

Job Description –

- To initiate employee recruitment (as per requirements of different departments) which includes release of advertisements, screening of applications, fixing interviews etc
- To issue appointment letters to duly selected staff and organize their induction and orientation. Also to organize confirmation interviews at the expiry of the probationary period
- To keep himself/ herself informed of such activities which may have repercussions on the industrial relations climate of the unit and to appraise the same to the management from time to time.
- To frame/ review employee conduct and discipline rules pertaining to the particular unit in consultation with the general manager and the corporate human resource manager
- To ensure that all personnel records are up-to-date in terms of:
 - Hotel's prescribed application form for appointment duly filled in
 - Appointment letter
 - Periodical performance appraisal
 - All memos/ letters issued to staff regarding his/ her job performance, warning or appreciation letters, increment letters etc
- To handle staff grievances, assist management in staff grievances, analyse repeated grievances and suggest corrective measures & also to counsel employees whenever necessary.
- To ensure that all statutory obligations relating to the personnel function are met and maintained, effective liaison with the government labour authorities and other government authorities established under the labour laws
- In case of disciplinary action, to advise the management, the course of action to be taken, and frame memos, charge sheets etc. Also responsible for organizing and holding enquiries and implementing disciplinary action

- Responsible for obtaining CTO & CTE from Pollution board, Fire NOC, IPRS/PPL Licensing, banquet license, Hotel Restaurant & Bar License, Food License, Lift License etc.
- Liasioning with local authorities / statutory bodies / for various approvals / certification / renewals.
- Ensuring that the staff are commenced in employment smoothly and that during their employment, they receive appropriate advice and support.
- To advise the financial controller on monthly payroll adjustments on account of employee leave, sickness, absence etc
- To ensure the proper issue of identity cards , uniforms, lockers etc for new employees, to furnish any information on personnel required by the general manager or the corporate human resource manager
- Send to corporate human resource division required manpower reports regularly.
- Preparing PF & ESIC Challan of all employees within due date.
- To ensure that the staff performance appraisal exercise is completed regularly and on time by all departments
- To conduct exit interviews

Worked in "**Blue Star Malleable Pvt. Ltd.**" as **Assistant Manager** in **Human Resource Dept.** from **Sep 2019 to Feb-2020.**

Job Description –

- Maintaining MIS on different KPI's of HR like Attendance, Absenteeism, Disciplinary action, Training Mandays.
- Supplying / arranging to supply manpower as per deployment plan in every shift.
- Preparing Daily Mandays report, manpower cost report & comparing the same with bill mandays.
- Preparing PF & ESIC Challan of employees as well as Contract employees engaged in Plant.
- Preparing Labour Bills (wage preparation) Of Contract Labourers within stipulated time.
- Responsible for maintenance of Statutory Registers.
- Responsible for obtaining CTO & CTE from Pollution board.
- Liasioning with local authorities / statutory bodies / for various approvals / certification / renewals.
- Employee counseling, grievance handling & addressing employees queries, address the queries of the new Joinees, handling employee welfare programs, handling IR issues.
- Motivation and counseling action enquiries from staff regarding policies & procedures.
- Ensuring that the staff are commenced in employment smoothly and that during their employment, they receive appropriate advice and support.
- Attendance monitoring of Employees & Contract workers on daily basis, handling employee grievances.
- Handling H.R./Admin in routine issues, representing the dept. arranging for meeting as per requirement, increment exercise, manpower planning, presentations, etc.
- Conducting Skill assessment for contract workforce & associates.
- Process Attendance for permanent employees for salary processing & redressing salary grievances (if any)
- Ensuring adherence of statutory compliance.
- Managing contract labour, coordinating with labour supply contractors.

Worked in "**STEEL STRIPS WHEELS LTD**" as **OFFICER** in **Human Resource Dept.** from **July 2018 to August 2019**

Job Description –

- Maintaining MIS on different KPI's of HR like Attendance, Absenteeism, Disciplinary action, Training Mandays.
- Supplying / arranging to supply manpower as per deployment plan in every shift.
- Preparing Daily Mandays report, manpower cost report & comparing the same with bills mandays.
- Capturing Bio-metric attendance & uploading Bio-metric attendance of all employees in SAP.
- Preparing Labour Bills (wage preparation) Of 600+ Contract Labourers from SAP attendance within stipulated time.
- Maintaining Attendance and Leave Registers of the employees & updating the same in **SAP**.
- Implementing and review of HR policies / procedures, raising INDENT in SAP for Purchase Requisition.
- Liasioning with local authorities / Statutory bodies / for various approvals / certification / renewals.
- Employee counseling, grievance handling & addressing employees queries, address the queries of the new Joinees, handling employee welfare programs, handling IR issues.
- Motivation and counseling action enquiries from staff regarding policies & procedures.
- Ensuring that the staff are commenced in employment smoothly and that during their employment, they receive appropriate advice and support..
- Attendance monitoring of Employees & Contract workers on daily basis, handling employee grievances.
- Handling H.R./Admin in routine issues, representing the dept. arranging for meeting as per requirement, increment exercise, manpower planning, presentations, etc.
- Handling welfare matters canteen administration, medical, House-keeping, vehicle, uniforms, safety shoes etc.
- Conducting Skill assessment for contract workforce & associates.
- Process Attendance for permanent employees for salary processing & redressing salary grievances (if any)
- Ensuring adherence of statutory compliance.
- Managing contract labour, coordinating with labour supply contractors.
- Following strictly the company leave policy for reducing the employee's absenteeism.

Worked In "**TATA STEEL PROCESSING AND DISTRIBUTION LTD.**" **CR PLANT**
JAMSHEDPUR, HR & IR.

Period - JAN 2012 to JUNE 2018

Job Description –

- Handling statutory compliances (ESIC/PF).
Supervision of HR staff activities – Handling Tata Steel Gate Passes for Entry to Works & RFID Training for new as well as old employees.
- Preparing Work Orders (Salary preparation) Of 600+ Contract Labourers within Stipulated Time. Implementation of various HR initiatives and best practices with innovate ideas.
- Maintaining Attendance and Leave Registers of the employees & updating the same in **SAP**.

- Implementing and review of HR policies / procedures, Raising INDENT in SAP for Purchase Requisition.
- Having a command over bills verification which is presented for payment.
- Employee counseling, grievance handling & addressing employees Queries, Address the queries of the new Joinees, Handling Employee welfare programs, Handling IR issues.
- Motivation and Counseling. Action enquiries from staff regarding policies & procedures.
- Ensuring that the staff are commenced in employment smoothly and that during their employment, they receive appropriate advice and support.
- Attendance monitoring of Employees & Contract workers on daily basis, handling employee grievances.
- Handling H.R./Admin in routine issues, representing the dept. arranging for meeting as per requirement, increment exercise, manpower planning, presentations, etc.
- Managing HR backend processes like maintenance of employee database, personal records etc.
- Maintaining Attendance and Leave Registers of the employees Maintaining and updating the master employee sheet
- Maintaining and updating the master employee sheet
- Maintaining all files like leave forms and employee formats and letters etc in soft and hard copy
- Following strictly the company leave policy for reducing the employees' absenteeism.
- Handling Statutory Compliances like PF/ESIC Payment, Notifications to Govt. agencies for New Employment, Apprentice Training Etc.

EDUCATIONAL QUALIFICATION:

- Master of Business Administration (MBA/PGDBA) from Academy of management studies Dehradun. Specialization: FINANCE & MARKETING.
- B.com (G.G.D.UNIVERSITY) Bilaspur.
- 10 + 2 (C.B.S.E)
- 10th (C.B.S.E.)

PRACTICAL EXPOSURE:

- Four weeks summer internship in NATIONAL THERMAL POWER CORPORATION LTD. KORBA Project in Finance & Accounts.
- Visited MICO-BOSCH Ltd. JAIPUR in 2004 for Industrial Tour to get practical exposure.
- Visited TITAN LTD. GOA in Oct.2005 for industrial tour to get practical exposure.

PERSONAL DETAILS:

FATHER'S NAME	:	SHRI J. N. SINGH
MARITAL STATUS	:	Married
LANGUAGES KNOWN	:	English, Hindi and Marathi.
ATTRIBUTES	:	Optimistic attitude, pertinacity, patience

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(RAKESH KUMAR SINGH)

Date:

Place:

