

Curriculum Vitae



DILIP KUMAR

(Compliance Executive /Site-HR, IR, Administration Professional)

(B.Com with Computer Application, PGDCA, DCA & MBA in HR)

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Career Objective:-

To work in a challenging environment and to pull efforts to make the bright future of both, the company and myself. Offering versatility, adaptability, a deep insight into man – management and human behavior acquired through training and various challenging assignments, professional qualifications and an abiding interest in the Hospitality industry: a firm determination to achieve success by hard work, continuous learning and additions to personal value streams.

Profile Summary:-

- A Dynamic HR Professional with **Over 5+ Years** of Experience in **Payroll Management, Contract labour Management, Contractor Management, Statutory Compliance, Recruitment , Industrial Relation, Employees Relation, Performance Management ,Compensation and Benefits, MIS Report, Employees Welfare, General Accounts, Man Power Planning, Site Mobilization, HR Budgeting, Grievance Handling & Administration.**
- for providing prompt resolution of **employees Grievances** to maintain Cordial Management **Employees Relation.**
- Experience in implementing **HR Systems and Policies**, conducting training programs towards enhancing employee's productivity and Building committed teams.
- Proficiency in Maintaining **Industrial Relation** with Government offices, timely Completed all related statutory compliances and Returns.

Area of Expertise:-

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|---------------------------|------------------------------|----------------------|------------------|
| - HR Policies Execution | - Man Power Planning | - Site Mobilization | - Administration |
| - Contractor Management | - Contract Labour Management | - Payroll Management | - MIS Report |
| - Recruitment & Selection | - Training & Development | - Employee Relation | |
| - Industrial Relation | - Statutory Compliances | - Site Accounting | |

Personal Competency & Professional Strength:-

- Good communication and inter-personal skills
- Ability to handle multiple tasks simultaneously
- Able to establish work priorities with time
- Able to work under pressure
- Conflict resolution and negotiation skills
- Fair and positive work attitude
- knowledge of HR Policies and Procedures

Professional Experience:-

Company Name: SUSTAINABLE SKILL CAPITAL(P) LTD. C/O ION EXCHANGE INDIA LTD. (7-JUNE-2017 – Till Date)

Designation: **HR/ Admin Incharge –HR, IR & Admin**

Reporting to: **Manager HR at HO & Client HR Head**

Client: **3 X33CPP Bharat Oman Refineries Limited (BORL), Bina, Madhya Pradesh**

Work of Employer: **Operation & Maintenance of Water Treatment**

Company Name: Nexes Solution (P) Ltd. (10th July 2015 – 6th June-2017)

Designation: **Compliance Executive –HR, IR & Admin**

Reporting to: **Manager HR at HO & Client HR Head**

Client: **3 X33CPP Bharat Oman Refineries Limited (BORL), Bina, Madhya Pradesh**

Work of Employer: **Statutory Compliance Auditor for Employer and Contractor**

Company Name: Eco Flex Ropes (p) Ltd.(12 April 2015 to 9th July-2015)

Designation: **HR & Admin Officer**

Reporting to: **Director & Plant Head HR**

Client: **Eco Flex Ropes (p) Ltd.**

Work of Employer: **Statutory Compliance And marketing dealing etc.**

Job Responsibilities

Recruitment & Selection:

- Scheduling interviews, Co-ordination with placement Agencies, Screening of Resumes, Forwarding Concerned department, Conducting Interview.
- As a Panel member in the recruitment process with the concerned head of the Department at Site Level
- Reference Checking, Offered Salary Break-up.
- Issuing Appointment letters for Supervisors & Below level
- Complete joining formalities and all documentation requirements.
- Responsible of for joining formalities of employees at Site level

Attendance & Payroll Processing:

- Monitoring Attendance of Employees with help of Biometric Machine
- Monitoring all PF, ESIC, Gratuity formalities
- Daily updating employee database.
- Maintaining leave records
- Releasing the salary payout monthly, and salary slip
- Salary processing and ensuring timely, payment of salaries
- Preparation of required MIS reports to management as per prescribed timelines.
- Updating Master File daily basis and generate Daily/Weekly/Monthly Reports.
- Handling employee database in Excel

Contract Labour Management:

- Dealing with contractors and monitoring statutory records like renewal of license, agreements and returns.
- Ensure proper gate pass system maintained and conduct pre-employment health checkup for fitness.
- Ensure ESI coverage before entry inside and check PF & ESI deposition before billing of every month. Also ensure welfare measures for contract labours.
- Organize meeting with labour supervisor and contractor of each work location wise.
- Handling Day to day grievance like Wages, Leave, OT and Behavioral issues.
- Registration Certificate Renewal, Checking & verification of labour license, PF, Employee Compensation

Personal Function/Statutory Compliances, Audit & Legal Cases:

- Various Timely submission of returns (ESI, PF & LWF).Take care of PF withdraws & transfers, Generation of UAN (PF) and TIC (ESIC).
- Annual & Half year returns on payment of wages, Bonus, LWF, etc.
- Handling HR related legal cases.
- Maintaining of all statutory compliance records as per (Factories act, Labour welfare fund, Contract labour Act, Minimum Wages Act and other acts etc.
- Liaisoning with Govt. agencies like Labour Department, EPF, ESI, etc
- Preparation of Monthly PF & ESIC Challan

Industrial Relation:

- Dealing in worker disciplinary matters.
- Develop good relations with employees Govt. authorities for industrial peace and harmony.
- Handling day to day employees Grievances.
- Disciplinary actions including issuing of warning letters, show cause notices.

General Administration:

- Managing Employee Guest House
- Transport arrangement for the staff and workmen at the worksite.
- Arrangement of general meeting and preparing various reports to according to the need of the management.
- Arrangement of all welfare facility at site which is required for employees and workmen
- Use informal intelligence network to gather information in advance regarding possible Employee disputes.

Training & Development:

- Training Needs Identification.
- Organizing & Co-ordination Training Programmer.
- Maintaining all Training Document

Compensation & Benefit:

- Processed Internal Promotions of Employees
- Successfully Completed the Increment process of more than 200 Employees

Exit Formalities:

- Handling of resignations & processing NO Due clearance for full & final settlement.
- Generating Relieving, Salary Certificate & Experience Letters etc.

Achievements:

- *Selected as class representative in M.L.B Govt College of Excellence .*
- Increased employee satisfaction towards the job.

Educational Background

- **MBA (HR &IR) with 68.00% in the Year 2014**
From MLB GOVT COLLEGE OF EXCELLENCE, GWALIOR, Affiliated to JIWAJI UNIVERSITY
- **PGDCA (COMPUTER APPLICATION) with 75.00% in the Year 2011 TO 2012**
From AISECTUniversity, Bhopal (M.P.)
- **BCOM (Computer Application) with 52% in th year 2012**
From Mahatma Gandhi Kashi Vidyapith, Varanasi, Affiliated To Same as University
- **DCA(COMPUTER APPLICATION) with 78.00% in the Year 2010**

Personal Details:

Father Name : Mr. BIPIN BIHARI DUBEY
Date of Birth : 14 01 1990
Languages Known : English, Hindi.
Permanent Address : H.NO-13 HARSH NAGAR , SONEBHADRA , UTTAR PRADESH
Aadhar Number : 729284912214
Languages Known : English, Hindi
Blood Group : AB-ve
Sex : Male

Notice Period : One month
Willingness to Relocate: Anywhere in India

I hereby declare that the information given above is true to the best of my knowledge and belief.

Date & Place: **19.08.2020**

DILIP KUMAR