

Bhartendu vimal

Mobile: +91 7096854520

Email Id: vimalbhartendu88@gmail.com

Objective :-

To utilize my knowledge and skills for the growth of the organization and continuously upgrade myself for better services.

Organizational Experience

Sr. No.	Period		Organization	Designation
	From	To		
1	1 st Sep 2018	16 July 2020	SMS Limited	Executive - HR
2	1 st Sep 2020	Till Date	EasyPay Pvt Ld	Executive & Admin -HR

Academic details:

Qualification	University/Board	Institution	Year	Aggregate
MSW	Hemchandracharya North Gujarat University, Patan	Mahatma Gandhi Labor Institute, Ahmedabad	2017	6.85 CGPA
DLLP(Diploma in labour laws and practice)	Mahatma Gandhi Labor Institute, Ahmedabad	Mahatma Gandhi Labor Institute, Ahmedabad	2017	60.5
PGDRD(Postgraduate Diploma in Rural Development)	IGNOU	IGNOU	2017	Pursuing
M.Sc(Bioinformatics)	Deemed University	Birla Institute of Technology, Mesra	2014	75.2%
B.Sc(Bioinformatics)	DAVV, Indore	Christian Eminent College, Indore	2011	72%

Technical skills:-

MS- Office	MS Word, Ms Excel, MS Power point
Operating system	Windows XP, Windows 7, Windows 8
Languages	C, C++, PERL, Python,
Bioinformatics Tools	Xampp server, HTML
Database	MySQL
Software handled	Gromacs, AutoDock, Arguslab, PyMol, Chimera, Modeller, XAMPP, SPSS(Statistical Packages of Social Science)

SMS Limited (Formerly SMS Infrastructure Ltd)

SMS is one of the largest infrastructure companies in Central India managing the work professionally. SMS has been expanding its presence across the country and is today present across more than 10 cities in India having branch offices and various site offices together with an employee base of over 1800.

Current Work Profile:

Roles and Responsibilities-

1) I am managing day-to-day operations of the Human Resource office, administration of human resources policies, procedures and programs, also caring out responsibilities in functional areas like Recruiting and Staffing, Human Resource Information Systems (HRIS), Employee Relations, Training and Development, Employee Welfare etc.

Brief Job Description:

- Recruiting and staffing for middle levels in the organization.
- Employee on boarding (Joining formalities, document verification, Induction etc.).
- Training & Development (Identification of training needs and organize different trainings, workshops or sessions)
- Handling internal HR Audits.
- Employee probation and confirmation formalities.
- Employee grievance handling and disciplinary Issues.
- Handling disciplinary action, oral/written warnings, show cause notices.
- Administering payroll.
- Leave management.
- Attendance management.
- Database Management (In hard as well as soft form).
- Employment and compliance to regulatory concerns regarding employee's issues related to Statutory Compliances (All issues of employees related to PF, ESIC, PT, Bonus, Gratuity etc.)
- Policy implementation.
- Employee relations.
- Company employee communication.
- Employee welfare, wellness and health.
- Employee resignations, terminations & exit formalities (Issuing Experience Letters, Relieving Letters, F & F settlements etc.)
- Issues related to Employee Travel Expenses.
- Conduct employee engagement activities.
- Conducting project site visits.
- Liaising with external entities like Insurance, Banks, P.F. Office, ESIC Office, Labour Department, Police Authority, etc.
- Employee transfers.
- Handling the Labour Contractors and Contract Labours.

Current Organization

EasyPay Pvt Ltd. has been expanding its presence across the country and is today present across more than 10 cities in India having branch offices and various site offices together with an employee base of over 500.

I am currently working as Executive Admin HR handling following responsibilities.

- 1) I am managing day-to-day operations of the Human Resource office, administration of human resources policies, procedures and programs, also caring out responsibilities in functional areas like Recruiting and Staffing, Human Resource Information Systems (HRIS), Employee Relations, Training and Development, Employee Welfare ,Employee Engagement, Monitoring the work Place.

Brief Job Description:

- Recruiting and staffing for all levels in the organization.
- Employee on boarding (Joining and Exit formalities,document verification, Induction etc.).
- Training & Development (Identification of training needs and organize different trainings, workshops or sessions)
- Handling internal and External HR Audits.
- Employee probation and confirmation formalities.
- Employee grievance handling and disciplinary Issues.
- Handling disciplinary action, oral/written warnings, show cause notices.
- Payroll.
- Leave management.
- Attendance management.
- Database Management (In hard as well as soft form).
- Employment and compliance to regulatory concerns regarding employee's issues related to Statutory Compliances (All issues of employees related to PF, ESIC, PT, Bonus, Gratuity etc.)
- Policy implementation.
- Employee relations.
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- Employee welfare, wellness and health.
- Employee resignations, terminations & exit formalities (Issuing Experience Letters, Relieving Letters, F & F settlements etc.)
- Issues related to Employee Travel Expenses.
- Conduct employee engagement activities.
- Conducting project site visits.
- Liaising with external entities like Insurance, Banks, P.F. Office, ESIC Office, Labour Department, Police Authority, etc.
- Employee transfers.
- Handling the Labour Contractors and Contract Labours.

Personal Information :

Father : Mr. Rajaram Roy
Date of birth : 19 Jun 1988
Marital Status : Unmarried
Permanent Address : Q.NO B/27 SECL COLONEY NAVAPARA CHHAL
Dist: Raigarh Chhattisgarh,496665.
Nationality : Indian
Languages known : Hindi, English
Notice Period : 1 month

Declaration:

I hereby declare that the above mentioned details are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

Bhartendu vimal