

Vaibhav

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Residence: Plot No. 6 B Vikas Vihar Green City Chota Bharwara Gomti Nagar Ext. Lucknow-226010

Objective

Looking for an opportunity to make contribution of my professional knowledge at right place and also to enhance my skill enabling to further upgrade my contribution to the organization.

EMPLOYMENT RECITAL

Total Experience (4.11 Years)

- October 2016 to January 2020 with **OPPO MOBILE MU PVT. LTD,** Lucknow Designated as **Executive – HR.**
- January 2020 to Feb2021 with **Bharat & Associates** Lucknow Designated as **Sr. Executive – HR.**
- Feb 2021 to Present with **DARB CONCEPT PVT.LTD** Lucknow Designated as **Sr. Executive – HR**

CURRENT JOB Responsibility:-

- Payroll Process.
- Joining & Exit formalities.
- Conducting induction program.
- Co-ordination in regards to Sitting, Sim card, System arrangement and Email Configuration with Admin and IT department before employees DOJ
- Looking whole Bio metric Attendance system .
- Bring update HRMS (Human Resource Management System).
- Co-ordinate in Employee interview.
- ID cards .
- Issuance of TIC (Temporary Insurance Certificate) & UAN Card .
- Maintaining the database of employee's leaves and movements.
- Preparing Leave encashment on Annual basis .
- Developing procedures of HR & preparing training calendars.
- General administration.
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Preparing Offer letters, Appointment letters, Promotion letters, Termination & Relieving letters etc.

Key Responsibility Areas:

Statutory Compliances:

- Enrolment, preparation & submission of ESIC /EPF Challan on employer portal.
- Statutory Compliances like PF, ESIC, Bonus, Gratuity, Leaves etc.

Wages and Salary:

- Monthly payroll planning & processing
- Pay rolling and salary disbursement.
- Co-ordination with the accounts department for TDS of the employees.
- Took initiative for opening the corporate salary account of the employees.
- Preparation of Salary, Register, PF & ESI Reports.

Preparing all types of letters:

- Offer letters.
- Appointment letters.
- Promotion letters.
- Termination & Relieving letters etc.

Separation:

- To ensure that the exit interview should be conducted and no relieving should be given without exit interview.
- Taking care of the clearance process.
- To take exit interview feedback and incorporate them to improve mechanisms.

Induction:

- To welcome the new joiner and giving the initial brief about the company.
- Responsible for all joining documents to be filled by the new joiner.
- To coordinate with the functional heads for the arrangement of assets for the new joining.
- Co-ordination with IT department for the email id creation of the new employee.

Compensation & Performance Management:

- Managing the administration of performance management program, including Periodic performance reviews and appraisals for all employees.
- Settlements of all financial accounts.
- Preparation and Issuing of Appraisal Letters / Promotion Letters

Recruitment and Selection

- Screening of Applications, Identification of prospective candidate, short listing profiles.
- Conducting HR interview to assess the fitment into organization structure and monitoring their progress till confirmation.
- Preparing & presenting weekly recruitment report to top management, which comprise of total offers sent, total Nos. of new Joining and Total no. of vacant positions.

- Test Arrangement.
- Organizing and conducting interviews.
- Negotiating Salary & Finalizing Offers.
- Reference checks.
- Conducting all the joining formalities.

Employee Engagement / Employee Relation:

- Organizing Birthday parties, Picnic, Cultural programs, Welfare parties.
- Conducting employee survey to measure the level of employee satisfaction.

OTHER SKILLS AND CERTIFICATES

Skills:

- Microsoft XP applications (Word, Excel, Outlook, PowerPoint,)
- Microsoft Office Document Imaging and Scanning

EDUCATION

2016 Master of Business Administration,
2014 Graduation, University of Kanpur,
2009 Senior Secondary Examination – XII (UP Board)
2007 Higher Secondary Examination – X (UP Board)

PERSONAL DOSSIER

Father' Name	:	Mr. Mahesh Baboo
Mother Name	:	Mrs. Bindeshwari
DATE OF BIRTH	:	08/09/1992
Gander	:	Male
PLACE OF BIRTH	:	Lucknow
LANGUAGES	:	English and Hindi
MARITAL STATUS	:	Married

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge

Date – 02/10/2021

VAIBHAV

Place - Lucknow