

## CURRICULUM – VITAE



### **KAPIL SHARMA**

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HR Generalist Professional, targeting challenging assignments in **Human Resource Management & HR Operations** with an organization of high repute.

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#### **PROFILE SUMMARY:**

- ✚ A competent HR Generalist professional with **8.5 years** of rich combined expertise across all domains of Human Resource Management.
- ✚ Adept in performance assessment, HR business partnering, recruitment, induction process, compensation management, employee welfare planning, employee retention, employee motivation, grievance handling, time office management, team handling, office administration
- ✚ Experience in translating employee development behaviors into high-impact learning designs & curriculum and in aligning training goals with organizational values & vision and mapping competencies to meet job specific requirements

#### **WORK EXPERIENCE:**

- 1.) **Kailash Healthcare Limited., Noida**
- **Designation:** Assistant Manager – HR; **Department:** HR & Pers.
  - **Time Period:** 11<sup>th</sup> September, 2019 to 12<sup>th</sup> March, 2020

#### **Responsibilities:**

#### **Compensation & Benefits:**

- ✚ Handling monthly payroll management, process of Statutory Compliance (PF, ESIC Gratuity, and Bonus).
- ✚ Attendance compilation and Leave management.
- ✚ Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- ✚ Process Improvement: Identification of process gaps and preparing process documents, country specific employee handbooks and kits

### **Employee Relations:**

- ✚ Managing employee concerns and grievances as first level of contact
- ✚ Organizing monthly induction, Training, taking feedback and creating roadmap for action points
- ✚ Assist HOD's for manpower planning.
- ✚ Also an exposure of assisting NABH audit.

### **Employee Data Management:**

- ✚ HR MIS reports preparation.
- ✚ Responsible for ensuring data accuracy and veracity in ERP.
- ✚ Responsible for ensuring the Goal Matrix parameters are reviewed month on month for all delivery units
- ✚ Tracking project wise & manager wise talent utilization & driving utilization with coordination with the Talent Management Group.

### **On Boarding & Separation:**

- ✚ Joining Formalities, Documentations of the employees.
- ✚ Providing employee related documentation and managing employee wise dockets.
- ✚ Ensuring smooth Exit and Full and Final Settlement processing.

## 2.) **Ehaat Limited (Dhampur Sugar), Noida**

- **Designation: Assistant Manager – HR & Admin; Department: HR & Admin**
- **Time Period: 15<sup>th</sup> March 2017 to 10<sup>th</sup> September 2019**

### **Responsibilities:**

#### **On Boarding & Separation:**

- ✚ End to End Recruitments (Pan India).
- ✚ Joining Formalities, Documentations of the employees.
- ✚ Organizing and conducting Induction and orientation for all new joiners.
- ✚ Providing employee related documentation and managing employee wise dockets.
- ✚ Ensuring smooth Exit and Full and Final Settlement processing.

#### **Compensation & Benefits:**

- ✚ Compensation Revision: Implementing annual salary revision, ensuring letter release and communication.
- ✚ Handling monthly payroll management, Start the process of Statutory Compliance (PF, Gratuity, Bonus).
- ✚ Attendance compilation and Leave management.
- ✚ Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- ✚ Process Improvement: Identification of process gaps and preparing process documents, country specific employee handbooks and kits

### **Employee Relations:**

- ✚ Managing employee concerns and grievances as first level of contact
- ✚ Organizing Open House/Town Hall/Coffee Meets for interaction between employees and Senior Management, taking feedback and creating roadmap for action points
- ✚ Facilitating the Talent Management Group for critical business requirements through internal movement of resources who are on bench

**Employee Data Management:**

- ✚ HR MIS reports preparation.
- ✚ Responsible for ensuring data accuracy and veracity in ERP.
- ✚ Responsible for ensuring the Goal Matrix parameters are reviewed month on month for all delivery units
- ✚ Tracking project wise & manager wise talent utilization & driving utilization with coordination with the Talent Management Group.

**Admin Responsibilities:**

- ✚ Maintenance of office premises, Stationary, Pantry, Housekeeping, Security staff, Courier service etc;
- ✚ Vendor Management, Price Negotiation; Assist in the meetings, conferences and seminars; Arranging Birthday and other festival events;
- ✚ Handling petty cash for day to day expenses/ administrative expenses.
- ✚ Maintaining MIS report for Travel, Stationary, all type of inventory on a monthly basis and analyzing the consumption of Stationary, Pantry stock.

**3.) The Unified Cloud Pvt. Ltd., Noida**

- **Designation:** Executive – HR & Admin; **Department:** HR & Admin
- **Time Period:** 19<sup>th</sup> May, 2015 to 10<sup>th</sup> June, 2016

**4.) CSIR-National Institute of Science Communication and Information Resources, Pusa Campus, New Delhi.**

- **Designation:** Project Assistant; **Department:** Recruitment & Admin
- **Time Period:** 6<sup>th</sup> April, 2011 to 30<sup>th</sup> April, 2015.

**EDUCATIONAL QUALIFICATION:**

Degree	Year	Institutions
PGDBA	Pursuing	Symbiosis Centre for Distance Learning
M.C.A.	2013	Sikkim Manipal University Distance Education
B.C.A.	2010	Patronage Institute of Professional Studies (C.C.S. University)
XII	2007	Rajkiya Sarvodaya Bal Vidyalaya (CBSE Board)
X	2005	Govt. Boys Sr. Sec. School (CBSE Board)

**TECHNICAL SKILL:**

- ✚ MS Office tools namely MS Excel, MS Office Outlook, MS PowerPoint and MS Word.
- ✚ Good in MS Excel Functions & Formulae.
- ✚ Basics Knowledge of Macros recording in Excel for small formulae.
- ✚ Familiar with all type of Windows platforms.

**INTEREST& HOBBIES:**

- ✚ Interested in learning new things and computer savvy.
- ✚ Love to work on computer and Excel.

**STRENGTH:**

- Team Work and analytical skills.
- Quick learner and responsible.
- Flexibility and Adaptability.

**PERSONAL INFORMATION:**

Name	:	Kapil Sharma
Father's Name	:	Mr. Mahesh Chand Sharma
Date of Birth	:	20 <sup>th</sup> -Sep-1990

**DECLARATION:**

I hereby declare that all the above furnished information is correct to the best of my knowledge.

Place.....

Date.....

(KAPIL SHARMA)