RAGHUBIR SINGH

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# PROFESSIONAL – HUMAN RESPOURCES

**Human Resource Management | Recruitment | On- boarding | Payroll Management | Documentation | Employee Engagement, Training, Statutory compliance, NABH Indicators,**

*A result-oriented Human Resource professional* ***offering 5+ years*** *of extensive experience in end to end recruitment and sourcing*

*, performance management, employee engagement along with interpersonal skills and an ability to work across multiple stakeholders for further growth of the company.*

**Academic Details**

 2015 Master of Business Administration from Rajasthan Technical University kota (HR/Finance)

 2013 Bachelor of Business Administration from MGS University, Bikaner

 2008 12th with Commerce, HP Board, Govt. School

 2005 10th, HP Board, Govt. School,

**Core Competencies**

# Recruitment Payroll Management Documentation

**Employee Engagement Background Verification On boarding**

**Performance Appraisal MIS Reporting Attendance Management**

**Statutory Compliances Exit Interviews and F&F Grievance Handling**

**NABH Indicators**

**Employment Details**

 **Desai Brothers Ltd- Bikaner as Senior Executive - Hr Generalist (factory FMCG ,Manufacturing)**

 **13th Sept’21 to till date.**

**HealthCare Global Enterprises Ltd Jaipur as Executive – HR**

 **27th Aug’19 to 11th September 2021**

**Key Result Areas:**

# End to End Recruitment and Maintaining Database

* Coordinating and Selecting Candidates for Interviews.
* Conducting Reference Checks.
* Taking Interviews, Salary Negotiation and Providing Offer Letters.
* Maintaining a database for Manpower Requisition Form.
* Maintaining a track of their Medical checkups.

# Leave and Payroll Management

* Maintaining Leave Records of all the employees and Maintaining Monthly reports for the same.
* Updating attendance and other records for Payroll Processing.

# Employee Engagement

* Conducting weekly activities like Super Saturday’s
* Conducting Monthly Activities like Movie of the Month and other activities.
* Handling PMS

# Background Verification

* Sending Documents for Background verification and Maintaining Database of Reports for the same.

# Leave Management

* Maintaining Leave Records of all the employees and Maintaining Monthly reports for the same.
* Preparation of Absconding Letters

**On Boarding Process**

* Joining Formalities and Documentation
* Preparation of Offer Letters & Appointment Letters.
* Registration in Biometric System
* Generating ID card.
* Documentation of all Required Certifications.
* Maintaining ESIC and Mediclaim Data of Employees.
* Sending a New Joiner Mail with details about department.

# Performance Management

* Coordinating with employees for completion of Performance Appraisal Forms.
* Preparation of Confirmation Letters.

# MIS Reporting

* Maintaining Daily Report of New Joining and employees leaving the organization
* Maintaining a report for Daily Interviews.
* Maintaining Weekly report of proposed Joiners
* Maintaining a report for Attrition Data.

**Attendance Management**

* Maintaining Daily Report of New Joining and employees leaving the organization
* Maintaining a report for Daily Interviews.
* Maintaining Weekly report of proposed Joiners
* Maintaining a report for Attrition Data.

# Statutory Compliances

* Generating TIC for employees who are covered under ESIC.
* New IP Creation Under ESIC
* New UAN Creation under PF
* Handling queries related to PF,ESIC.
* Coordinating with employees for completion of PF Forms.
* Doing audit of Statutory Compliance Time to Time and update documents.
* Making reports on the basis of current documents and fulfill the requirement.
* Responsible towards liasoning with all Labour authority i.e. Bonus, CLRA Labour Authority (Central and State).
* Take care of executing of all Labour Law Related Compliances for Rajasthan.
* Apply online and obtain of Registration under the Rajasthan Shop and Establishment Act (State wise Act), 1958.
* Taking care of Registration Process on Employment Exchange Portal
* Taking care of Registration and License Process under Contract Labour (R & A) Act-1970
* Taking care of all kind of amendments like Employee count, Establishment name, Establishment Address Change etc. in Registration certificate under Rajasthan Shop and Establishment Act (State wise Act), 1958.
* All kind of amendments in Registration and License under Contract Labour (R & A) Act- 1970
* Time to Time renewed the Registration Certificate under Rajasthan S&E act, and Contract Labour act
* Prepare all types of Register Under Rajasthan Contract Labour (R & A) Act-1970 ( A,B,C,D,E,)

**1. Form A- Employee Register (complete data base of employees, replacing earlier adult register Form XIII)**

**2. Form B- Wages Register**

**3. Form C- Register of Loan/Advance/Fine/Damage/Loss**

**4. Form D- Register of Attendance**

**5. Form E- Register of Leave/Rest/Com-off**

* Prepare all types of Register Under Rajasthan Shop and Establishment Act (State wise Act), 1958

**1. Form XI- Register of Wages**

**2. Form V- Muster Roll**

**3. Form – 8 (Leave With Wages)**

**4. Form –I (Register of Fines)**

**5. Form –II (Register of Deductions for Damage or Loss)**

**6. Form –III (Register of Advances)**

**7. Form –IV (Overtime Register for workers)**

**8. Form-A (Muster Roll)**

**9. Form-11 Accident Book (Employee State Insurance Corporation)**

**10. Form-D Equal Remuneration Act (Register to maintained by the employer under Rule 6 of the Equal Remuneration Rules, 1976)**

* Prepare all types of Returns under CLRA & Shop Act.

**1.****Annual Return by Principal Employer****-The Contract Labour (Regulation and Abolition) Act, 1970 & The Rajasthan Contract Labour (Regulation and Abolition) Rules, 1971**

**2.****Annual Return****- The Payment of Wages Act, 1936**

 **3.** **Annual Return****-Minimum wages act,1948**

**4.** **Annual Return****-Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal ) Act, 2013**

**5.** **Annual Return****-under Payment of Bonus act,1965**

**6.** **Annual Return****-under Maternity Benefit Act-1961**

**7. Quarterly return-under Employment exchange act**

# Training & Development

* Taking Induction for New Joiners
* Attending Weekly Departmental Trainings.
* Prepare monthly Training MIS
* Prepare Monthly Training Cards
* Maintained Monthly Training Documents.

# Exit Interview

* Taking Exit Interviews.
* Making Full & Final Settlement.
* Preparation of Experience Certificates, Absconding Letters.

# Grievance Handling

* Take care of all Grievance
* Prepare GRIEVANCE-MOA, ICCW MOM, Disciplinary MOM

**NABH Indicators**

* Prepare Every Month Quality Indicators
* Employee Satisfaction
* Attrition
* Absenteeism
* Employees who are aware of employee rights, responsibilities and welfare schemes
* Percentage Background verification
* Percentage of exit interview done
* Attendant weekly Quality Meeting

**Aparajitha Corporate Services Limited, as Executive –Human Resource Dece’16-Aug’19**

*Aparajitha is an HR compliance services company focusing on labour, audit, establishment, factory compliance, staffing and payroll processing.*

# Key Result Areas:

Knowledge about ESIC and PF.

Doing audit of Statutory Compliance Time to Time and update documents.

Making reports on the basis of current documents and fulfill the requirement.

Responsible towards liasoning with all Labour authority i.e. Bonus, CLRA Labour Authority (Central and State).

Take care of executing of all Labour Law Related Compliances for Rajasthan.

Responsible for Coordinating with more than 220 corporate partner of Aparajitha, accordingly PAN India to get the job done.

Responsible for maintaining the MIS of Aparajitha clients.

Responsible to mediate when dispute or conflict arises.

Resolving the issues related to salary and compensation.

Responsible for Implementation disciplinary procedures.

Create the environment and making employees to follow the labour laws and regulations set by the regulation body.

Responsible for Administrative work of Rajasthan shop and Establishment related.

Suggesting new policies & all amendments in policies as per Govt. notification.

# REGISTRATION OF ESTABLISHMENT (Central & State Act)

Taking care of Registration and License Process under Contract Labour (R & A) Act-1970

Apply online and obtain of Registration under the Rajasthan Shop and Establishment Act (State wise Act), 1958.

Taking care of Registration Process on Employment Exchange Portal.

Taking care of all kind of amendments like Employee count, Establishment name, Establishment Address Change etc. in Registration certificate under Rajasthan Shop and Establishment Act (State wise Act), 1958.

All kind of amendments in Registration and License under Contract Labour (R & A) Act- 1970

Time to Time renewed the Registration Certificate under Rajasthan S&E act, and Contract Labour act

# COURT CASES & INSPECTION OF ESTABLISHMENT (Audit and Reply)

Handling court cases in Chief Jurisdiction Magistrate Court as well as Labour court.

Handling Inspection with ESIC officials regarding ESIC

Handling Inspection with Labour Authority under various Labour legislation.

Handling liasoning with all relevant authority

# Statutory Compliance:-

* PF (providing pf sheet, withdrawal, Transfer,)
* Esic (generating TC, contact for permanent ESI Card)
* Gratuity
* Bonus
* Contractor - having all document of contractor like license, pf &Esi no.
* Audit – Complete all audit formalities,

**Computer Skills**

* Basic Knowledge of computer
* Good in Using MS office
* Internet
* Advance Excel
* Mail drafting

 **Hobbies**

* Reading Books & Novels
* Playing Cricket
* Connecting Peoples through Social Network

**PersonalDetails**

Date of Birth: 13th March 1989 Languages Known: English and Hindi

Present Address: 16A,Parivhan Nagar Near Khumat Bari,Khatipura Jaipur-302012

Permanent Address Vill.- Chabuna, P. O.- JhonkaRatial, Tehsil- Jawali, Dist.-Kangra, Himachal Pradesh-176023

**Declaration**

(I, Raghubir Singh, hereby certify that all the information provided by me is correct and true to the best of my knowledge.)

**Date: (Raghubir Singh)**

**Place: Jaipur**