



MOHIT TOMER

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## Carrier Objective

Human resources management professional seeking opportunities where experience in staffing, recruitment, talent development and management, employee relations, and mentoring will enhance a company's overall strategic plan and direction.

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## Qualifications

Year	Course	Name of Board / University	Division
2017	MBA (H.R & Marketing)	AKTU LUCKNOW	First
2015	BCA	CCS University Meerut	Second
2012	XII	U.P Board	First
2010	X	U.P Board	Second

## Brief Employment History:

1. **GYP CORPORATE SERVICES PVT. LTD Gurgaon as HR Recruiter Since June 2017 To Dec 2017.**
2. **Anjali Foundation as a HR Executive since Jan 2018 to April 2019.**
3. **Working with AIS GLASS SOLUTIONS Ltd. as Executive – HR & ADMIN from April-19 to till Date.**

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## About AIS GLASS SOLUTIONS LTD.(AIS Windows)

AIS Glass Solutions Ltd. is a branch of Asahi India Glass Limited (AIS) is one of India's leading integrated glass solutions companies catering to the Auto and Architectural glass market. AIS Windows offers a comprehensive range of high-performance window and door solutions in Aluminum & U.P.V.C.

## **Professional Profile**

I have 3 years of experience in Recruitment, Statutory Compliance, Factory Returns, and Admin activity and Payroll Management and currently working in AIS GLASS SOLUTION LTD. as Vertical Lead – HR Statutory Compliance, Payroll and Administration.

- Well versed with general administrative issues like Mediclaim, Group accident policy, Employee Engagement & Grievance Handling.
- Liaison with Statutory (govt.) Body (PF, ESIC, Labour Dept., etc.)
- Streamlined Provident Fund according to the new systems like Implementation of KYC.
- Looking after compliance of contractor & Casual labour of Factories.
- Employee Grievance handling.
- Handling all recruitment process sourcing, screening, shortlisting and Interview.
- Handling end to end joining formalities along with background verification of the employees.
- Exit interviews & Relieving formalities.
- Maintain to all registers (Register of Bonus, Register of leave without pay, Register of advance payment etc).
- To manage health and safety related issue with the management and help the company in implementing proper policies for the safety of the employees.
- Implemented disciplinary rules in the company and explain company policies to the employees.
- Skillful in preparing & implementing HR policies and procedures.
- Generate PF, ESIC & LWF Challan & other compliances (Factory Return act 1948, The maternity Act 1961, The minimum wages Act 1948 etc).
- Employee Salary, Salary slip, monthly payment of labours.
- Exit interviews & Relieving formalities.
- Having knowledge of Microsoft Excel & Word.

### **Responsibilities:**

### **STATUTORY COMPLIANCE:**

- Day to day work & compliance under various acts like Factory Act || Minimum Wages Act || Contract Labour (R&A) Act || EPF Act || Employment Exchange Act || Gratuity and Bonus Act || Ensuring compliance of the provisions in general with particular focus on timely remittances /

submission of returns & maintenance of registers / documents etc. with respect to applicable government regulations || Responsible for Legal and Customer Audits.

### **EMPLOYEE WELFARE:**

- Formulation and Administration of various welfare schemes || Arranging for employees uniform, Safety Shoes, Independence day functions, Republic day function, Family day function, Kaizen function || Attend accident cases, mediclaim of the employees, and other day to day matters || Resolve HR, Payroll issues, Resolve conflicts, if any among the various interfaces || People interaction to have the feel of ground realities || Administering half-yearly & annual Medical Check-up of employees || Give feedback to MD and Corporate Head-HR & suggest modifications in the HR process.

### **LIAISONING:**

- Maintaining harmonious relations with the offices of SHO || Labour Welfare officer Officers || Police Department || Municipal Corporation || Fire Office

### **EMPLOYEE RELATION & INDUSTRIAL RELATION:**

- Attend employee grievance, day to day matters of plant in co-ordination with all departmental Heads || Warning Letter, Show cause notice, Disciplinary action, conducting domestic inquiry, periodical meeting with departmental heads || Collective bargaining and employee counseling || Employee support and services to prompt resolution of their issues || Periodical meetings with safety and canteen committee || Disbursement of wages LTA, medical, preparing full & final settlement, conducting exit interviews || Proper implementations of HR policies || Good knowledge in factory Act and Industrial Dispute act.

### **ADMINISTRATION:**

- Employee Facilities like canteen, transportation, uniform || Monitoring of Security system. Safety system management & arrangements || Handling of employee grievances and ensure local level resolution of grievances || Facilitation and arrangements for corporate clients & guests || Domestic

administrative purchasing || Event management.

### **EMPLOYEE ENGAGEMENT:**

- Half yearly sports activities as per calendar and quarterly programs as “Cricket Tournament, Badminton Tournament || Celebrating Individual Birthdays of employees at plant ||Suggestion and sports program quarterly || Coming out with themes for celebrating different Festivals/Occasions || Handling employee queries & grievances.

### **RECRUITMENT:**

Recruitment through internal & external sources which includes screening of applications, call letters, conducting interviews, arranging pre - employment medical check-up appointment letter, Manpower Budgeting , Exit interview || Job Postings & making searches through job portals || Responsible for talent search of middle level management, workmen & apprentices || Preliminary screening and salary negotiations with short listed candidates || Even visiting Colleges & Institutes for campus placements || Joining formalities of new joiners and arrange orientation program.

### **COMPENSATION & BENEFITS:**

- Direct control of time office (i.e. Attendance systems, leave records, c/off records, overtime records, etc). Salary computation & salary processing in HRMS. Annual increment, annual performance appraisal. Annual Bonus & Gratuity computations & payment.

### **CONTRACT MANAGEMENT:**

- Responsible for proper selection of Contractors and their agreements || Ensuring compliances of contractors || Pre-employment checkup & Safety briefing of contract Labour for ensuring safe working || Responsible for Management of Contract Labour on daily basis || Security Management of the Plant || Timely payment & safety awareness of Contract manpower.

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### **HR MIS:**

- Maintaining an updated employee master with revised CTC, Head Count of manpower and salary master file. Updating details of new joiners in the master. No. of recruitments and resignations in a month. Report for Manpower Vs Production Vs Cost monthly basis and many more.

### **Other Skills**

- Ability to handle pressure.
- Recruitment
- Statutory Compliance
- Wages and Salary Process
- Team handling.
- Working knowledge MS Excel ,MS Word, Outlook,& Linux.
- Knowledge about PF, ESIC & Contract Labour.
- Maintain harmonious relationship among the employees.
- Analytical problem solving skills.

### **Personal Details**

**Name- Mohit Tomer**

**Father name- Mr. Ravindra Singh**

**Date of Birth- 23 -12-1995**

**Marital Status- Single**

**Nationality- Indian**

**Language Proficiency- English, Hindi.**