**Curriculum Vitae**

**MUNNA KUMAR RAM**

**Mobile: +91 9501968842 Current Sal-26000/-CTC + Family Accom.**

**Email Id:kumarmunna1979@gmail.comException Sal- Above 32000*/- + Accom.***

**Seeking Challenging Assignments in Human Resource Management with a growth oriented organisation**

**PROFESSIONAL SYNOPSIS**

* Expertise in handling HR functions entailing Recruitment, HR, P&A, IR and Time Office functions also.
* Planning, strategising and implementing abilities with demonstrated success in handling HR as well as related administrative matters.
* Presently working with reputed organization **Gillanders Arbuthnot & Co. Ltd, Distt - Sangrur (PB).**
* Adept at handling day to day administrative activities in co-ordination with internal / external departments for smooth business operations.
* An effective communicator & Team player with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

**KEY SKILLS**

Human Resource Management – Recruitment, Performance Management, Induction/Orientation, Labour Welfare, Industrial relation, Time Office, General Admin etc.

**ORGANISATION EXPERIENCE**

**Presently working with Gillanders Arbuthnot & Co. Ltd. (Kothari Group), Sangrur, (PB) as Admin Officer – Personnel department from Dec- 2015 to till date.**

**PREVIOUS COMPNAY’S EXPREIENCE: -**

**WORKED AS ASST. OFFICER IN – HR Department at VINAYAK TEXTILE MILLS (VARDHMAN GROUP). MUNDIAN, LUDHIANA, PUNJAB FROM 2007 TO NOV-2015**

**Roles:**

Overall responsibility for Employee Life Cycle Management of 1800+ employees of the **GILLANDERS ARBUTHNOT & CO. LIMITED, SANGRUR.** Handling entire HR generalist function includes **recruitment, selection and Induction/Orientation of new Personnel, training & development, performance management, compensation & benefits, employee attendance, payroll & salary administration, exit Process and maintenance of HR Records.**

**Induction & Orientation-**

* Plan, organize, and conduct induction Programmes, devise the orientation plan for the new joiners.
* Complete the joining formalities i.e. Collect the required documents, creation of login ID for attendance/outlook mail, introduce and discuss the HR policy with new joiners, design Reporting System & assign Mentor as per the respective department.

**Compensation & Benefit-**

* Keep a track of records on Direct compensation refers to monetary benefits offered and provided to employees in return of the services, monetary benefits include conveyance allowance, leave travel allowance, Telephone Allowance, Medical Allowance.
* Indirect compensation refers to non-monetary benefits offered and provided to employees in lieu of the services provided by them to the organization, they includes paid leave Policy, transportation allowance, subsidized health care insurance & subsidized food etc.

**Attendance, Payroll & Salary Administration-**

* Maintain the employee attendance in Time Management System & generate the attendance through online system for the salary process.
* To coordinate with the finance & IT department for monthly payroll system, make necessary entries for new joiners, separation cases, unpaid leave, salary advances, PF, ESI etc.
* Follow-up with Bank for timely credit of salary & Issuing salary slips.

**HR Administration-**

* Offer release, bank account opening, ID card coordination, Organisation Announcement, sending details to the top management.
* Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary,

Dues with the company, Reason for leaving, eligible for re-employment, Attendance, overall Satisfaction of Employment, Behaviour with Colleagues, etc

* Conducting employee satisfaction survey, designing reward and recognition scheme.
* Grievance handling various staff issues/queries related to various HR Policies, confirmation mention in Grievance register (Red Book).
* Maintain the notice board with the information about “Thought of the Day” message, Employee of the month announcement, articles on weekly and fortnightly basis
* Maintain all HR files and employee information in various forms like employee database, employee CV's, review history, preparing all HR letters and employer certificates. etc.

**Exit Process-**

* Conduct, document, analyze exit interviews
* Coordinating & managing Employee Final Settlement with the help of finance dept. and sending circular to other departments at the time of relieving of an employee.
* Handled the issue by giving warning through verbally or written (issuing warning letter) till termination of employees due to continuous absenteeism, no prior intimation before taking leaves, lack of ownership & responsibility etc.

**QUALIFICATIONS**

* **B.COM from Calcutta University (W.B).**

**EXTRA QUALIFICATIONS**

**1. One Year Diploma in DESK TOP PUBLISHINING (DDTP) From** **YOUTH COMPUTE CENTRE Barrackpore (W.B).**

**2. One Year Diploma in FINANCIAL ACCOUNTING SYSTEM (DFAS) From** **YOUTH COMPUTE CENTRE Barrackpore (W.B).**

**STRENGTHS**

* Positive attitude and problem solving.
* Reliable and trustworthy
* Ability to maintain relationships.
* Leadership quality.
* Desire to work hard and excel

**PERSONAL DETAILS**

Sex : Male

Father Name : Sh.Hira Lal Ram

Marital Status : Married

Date of Birth : 26 March, 1979.

Language Known : English, Hindi, Bengali.

Permanent Add : Kelabagan Lane 2/20, Post- Jagatdal, Dist – 24 Paraganas (N) (W.P-743125)

Contact No : 9501968842

Hobbies : Listening Music, Travelling and Playing games.

**DECLARATION**

I hereby declare that the above particulars are to the best of my knowledge and beliefs.

Date:

Place:

**Munna Kumar Ram**