CURRICULAM VITAE

**NAME \_BALBIR SINGH BRAR\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS H.NO.542 ST.NO.2GTB NGR MUNDIAN KALAN LUDHIANA**

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**SYNOPSIS**

1. An **MBA-HR** : 58 Years Old; Human Resource Management & Administration Professional
2. with **32.5 years** of experience in diversified domain of **HRM & Administration.**

* Worked for 32.5 Years with **R & D Centre for Bicycle and Sewing Machine Ludhiana as an Executive – HR.**
* My objective is to create a position for myself in the highly proficient world through honest and dedicated hard work in combination with my knowledge & skill merged with a positive attitude and the desire to excel.
* My Strength - Competent in solving complex problems with patience & dedication, Self – Motivation ability.

**Present Employment**

Company : **R & D Centre for Bicycle and Sewing Machine Ludhiana**

Profile : Assist. Officer Personnel (HR & Admin.)

Duration : Feb1987 to Aug 2019

**Company Profile**

* UNDP/UNIDO assisted Punjab Govt Project under the administrative control of Directorate of Industries Punjab

***Job Responsibilities / Key Highlights :***

* **Recruitment Process** : Initiating and complete the recruitment & selection process, conducting interviews through campus & Consultants. Ensuring suitable arrangements for interviews to attract best players.
* **Joining Record** **:** Making all records of employees (Joining Record, Leaving Record & Total Strength) for regular & contractor employees. Issue of Letters like Appointment, Confirmation, Increment, Termination etc.
* **Pay Roll Management :** Ensuring on time preparation of attendance data to get the salary released. Monitoring leaves, absenteeism and compensatory offs. records to ensure adherence to the policy.
* **Statutory Compliances :** Monitoring statutory compliances as per EPF & MP Act 1952, ESI Act 1948, Standing Order Act 1946, Maternity Benefit Act 1961, Minimum Wages Act 1948, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Payment of Wages Act 1936, etc.
* **Union Dealing** **:** Handling BSMC Employees Union’s worker and their grievances and making negotiations while agreement between employer and union.
* **IR Related Matters :** All statutory compliances, Disciplinary action like – Suspension, Issuing charge-sheet, Holding Enquiry, Issue termination letter, Dismissal Process, retrenchment process etc. all labor related issues filing ESI, EPF, Employment Exchange Return, Factory Return, Contract Labour Cases, Labour welfare activities, Liasioning with government bodies.
* **Security, Safety & House-keeping :** Monitoring the activity to maintain the required standard.
* Entire gamut of Human Resource Management, Office Management & Administration of Plant.
* Reporting to AVP (HR & Admin) and reported by Assistant and Coordinator.
* In house training for new employees, taking Full and Final Interviews
* Maintain a record of sanctioned manpower for the site at each level.
* To design and implement MIS on daily absenteeism.
* Co-ordinates the meeting of 5’s.

***Key Achievements:-***

* Played a key role in development & implementation of HR Policy and Practices.
* Reduced the cost of HR operations and recruitment processes.
* Implemented computerized biometric attendance system for regular & Contractor employees.
* Implemented Payroll software for salary preparation & other Legal statutory requirements.
* Coordinated & Conducted various training programs on Health & Safety, Positive Attitude & Team Building & 5’s etc.
* Encouraged System approach of management.

**EMPLOYEES WELFARE**

* **Canteen Administration:** Ensuring smooth running of the catering services this mainly includes manning, cleanliness & orderliness, menu, proper and timely distribution, cost control, monitoring procurement.
* **Uniform:** To ensure on timely stitching and distribution.
* **Gifts & Awards:** Monitoring on time distributions of gifts and awards.

**TRAINING/SEMINAR/WORKSHOPS**

Coordinated & Conducted various training programs/Seminar/Workshops few of them are:-

Positive Attitude a way to success, Art of Negotiation, Effective Communication skill, Leadership skills, Team Building, Motivation, Behavioral Skills Leads to Increase Productivity, Inter- personal skills, Time Management, Stress Management, Management of Change.

**ACADEMIC AND PROFESSIONAL QUALIFICATION**

**M.B.A. (HR) :** From Kurukshetra University Kurukshetra (Haryana), (Recognized by Ministry of HRD and U.G.C New Delhi. M.A. Punjabi, Sociology and Public Administration From Punjabi University Patiala and M.A. English from Indra Gandhi National Open University New Delhi.

**Computer Course:** COPA (Computer Operator and Programming Assistant) From ITI Ludhiana

**ADDITIONAL INFORMATIONS**

**Date of Birth /Age :** August 10th,1961 / 58 Years

**Computer Skill:** Well versed in Ms-Word; Ms-Excel; Ms- Power-point; Outlook Express, Internet.

**Languages Skill:** Proficient in English, Hindi & Punjabi.

## Personal Skill : Good communication skills; Energetic and efficiency oriented; Team spirit, time

## management, punctuality and flexibility; Learning attitude and appetite for knowledge; Optimistic,

## honest, hardworking, confident and determined.

**Marital Status:** Married.

**Hobbies :** Listening Music, Surfing Net, Current Affairs.

**DECLARATION:**

I hereby declare that the above written particulars are correct to the best of my knowledge.

**Place : (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Date :**