

Sumit Sinha

MALE, 26 YEARS

Regional HR

PROFILE SUMMARY

Work experience of 3 years as Regional HR at Agile Airport Services- fully owned subsidiary of Indigo airlines and as HR Lead at Vedanta Ltd-Steel business after completion of MBA (HR)
Single point of contact for all HR related activities for all non-executive staffs ranging from recruitment, payroll, grievance redressal, disciplinary proceedings and separation formalities,
Single point of contact for all HR-Industrial relations activities across four plants ranging from planning, payroll, training & induction, employee engagement, attrition and grievance redressal
Post graduate MBA in HR from KIIT School of Business, KIIT University, Bhubaneswar
Graduate in Business Management in HR from Alliance University, Bengaluru.

PROFESSIONAL EXPERIENCE

Agile Airport Services- Indigo Airlines **Executive (Regional HR)** **Feb-2020 - till date**

Role & Responsibilities	<ul style="list-style-type: none">▪ Ownership of All HR activities for nine airports across North Eastern states.▪ Responsible for recruitment process of all non-executive staffs across five designations.▪ Supervision of monthly attendance recording and successful payroll management.▪ Responsible for master data updation and record keeping for all nine airports.▪ Responsible for development and implementation of Employee engagement across all airports.▪ Responsible for grievance redressal of employees.▪ Responsible for maintaining harmonious relationship across the non-executive staffs.▪ Responsible for disciplinary proceedings against indiscipline employees.
Achievements & Recognition	<ul style="list-style-type: none">▪ Single handedly managed a total staff strength of 542 non-executive staff scattered across nine airports.▪ Successfully compiled and updated manpower data of all nine airports.▪ Successfully completed ESIC card Project work for all staffs and distributed e-pehchan cards among them.▪ Successfully managed attendance and payroll related inputs during Covid-19 lockdown so as to facilitate salary payment to all.

Vedanta Ltd - Steel business **Senior Executive** **June 2017 - July 2019**

Role & Responsibilities	<ul style="list-style-type: none">▪ Ownership of all HR-IR activities for four plants- 2 Blast Furnaces, Pig casting machine and Pulverized Coal Injection▪ Responsible for manpower planning and attrition reduction of contractual workmen and on roll staffs.▪ Supervision of payroll management for contractual workmen basis time office records and wage sheets▪ Ownership of all ongoing training programs and induction- working in conjunction with training manager.▪ Ensuring harmonious work environment and elimination of work stoppage due to labor unrest▪ Formulation and implementation of employee communication and awareness programs▪ Grievance redressal and escalation of on roll staffs as well as contractual workmen
Achievements & Recognition	<ul style="list-style-type: none">▪ Successfully led a four member team for handling 666 contractual workmen.▪ Diffused mega strike and formation of union in the month of October 2018.▪ Achieved zero strike level for last one year.▪ Appointed as Management Representative for 2 enquiry proceeding on two on roll workmen.▪ Collaborated across team for diffusion of strikes at Sinter Plant, Oxygen Plant and Power Plant in 2018▪ Awarded Shabash Award for performance excellence.▪ Completed timely audit of 1700 personnel files during training period.

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CMPDI, Coal India LTD

MBA Summer Internship - HR

May 2016– June 2016

- Learnt the manpower planning process at CMPDI for two cadres of employees.
- Learnt the importance of Manpower Planning in an organization as well as outcomes of a good manpower planning.
- Assessed the effectiveness of Manpower planning process by means of questionnaire survey.

CMPDI, Coal India LTD

BBM Internship- HR

Dec 2014 – Jan 2015

- Learnt the internal grievance handling of CMPDI and how to tackle grievances effectively.
- Assessed the grievance handling mechanism of CMPDI.
- Learnt about trade unions and functioning of trade unions at an organization.

EDUCATIONAL QUALIFICATIONS

▪ MBA (2 year full time) – HR & Marketing	▪ 2017	▪ School of Management, KIIT University, Bhubaneswar	▪ 8.0 out of 10
▪ BBM	▪ 2014	▪ School of Management, Alliance University, Bengaluru	▪ 74.8%
▪ Class XII	▪ 2011	▪ Central Board of Secondary Education (CBSE)	▪ 60.8%
▪ Class X	▪ 2009	▪ Central Board of Secondary Education (CBSE)	▪ 71%

CERTIFICATIONS

Talent Management XLRI Jamshedpur	▪ Certified Talent Management professional from XLRI Jamshedpur, July'19 to Jan'20 Batch.
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POSITIONS OF RESPONSIBILITY DURING ACADEMICS

Coordinator NSS Wing, KIIT School of Management	<ul style="list-style-type: none">▪ Successfully organised National NSS meet at KSOM- First time in KIIT University▪ Coordination of functioning of NSS wing at School of Management.
Member, Synergy, HR Club	<ul style="list-style-type: none">▪ Successfully organised HR conclave for consecutive two years.▪ Interviewing of new members for Synergy.

OTHER ACHIEVEMENTS DURING ACADEMICS

Research paper presentation	▪ 1st prize winner in Student research paper presentation at ORSI (Operational Research Society Of India) convention- Bhubaneswar chapter
HR Case study competition	▪ Achieved 5 th position in National Level HR case study competition held in 2018.

INTERESTS

- Developing in depth understanding of mechanical machines.
- Driving
- Road trips