

Curriculum Vitae



DILIP KUMAR

(Compliance Executive /Site-HR, IR, Administration Professional)

(B.Com with Computer Application, PGDCA, DCA & MBA in HR)

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Career Objective:-

To work in a challenging environment and to pull efforts to make the bright future of both, the company and myself. Offering versatility, adaptability, a deep insight into man – management and human behavior acquired through training and various challenging assignments, professional qualifications and an abiding interest in the Hospitality industry: a firm determination to achieve success by hard work, continuous learning and additions to personal value streams.

Profile Summary:-

- A Dynamic HR Professional with **Over 5+ Years** of Experience in **Payroll Management, Contract labour Management, Contractor Management, Statutory Compliance, Recruitment, Industrial Relation, Employees Relation, Performance Management, Compensation and Benefits, MIS Report, Employees Welfare, General Accounts, Man Power Planning, Site Mobilization, HR Budgeting, Grievance Handling & Administration.**
- for providing prompt resolution of **employees Grievances** to maintain Cordial Management **Employees Relation.**
- Experience in implementing **HR Systems and Policies**, conducting training programs towards enhancing employee's productivity and Building committed teams.
- Proficiency in Maintaining **Industrial Relation** with Government offices, timely Completed all related statutory compliances and Returns.

Area of Expertise:-

- | | | | |
|---------------------------|------------------------------|----------------------|------------------|
| - HR Policies Execution | - Man Power Planning | - Site Mobilization | - Administration |
| - Contractor Management | - Contract Labour Management | - Payroll Management | - MIS Report |
| - Recruitment & Selection | - Training & Development | - Employee Relation | |
| - Industrial Relation | - Statutory Compliances | - Site Accounting | |

Personal Competency & Professional Strength:-

- Good communication and inter-personal skills
- Ability to handle multiple tasks simultaneously
- Able to establish work priorities with time
- Able to work under pressure
- Conflict resolution and negotiation skills
- Fair and positive work attitude
- knowledge of HR Policies and Procedures

Professional Experience:-

Company Name: **SUSTAINABLE SKILL CAPITAL(P) LTD. C/O ION EXCHANGE INDIA LTD. (7-JUNE-2017 – Till Date)**

Designation: **HR/ Admin Incharge –HR, IR & Admin**

Reporting to: **Manager HR at HO & Client HR Head**

Client: **3 X33CPP Bharat Oman Refineries Limited (BORL), Bina, Madhya Pradesh**

Work of Employer: **Operation & Maintenance of Water Treatment**

Company Name: **Nexes Solution (P) Ltd. (10th July 2015 – 6th June-2017)**

Designation: **Compliance Executive –HR, IR & Admin**

Reporting to: **Manager HR at HO & Client HR Head**

Client: **3 X33CPP Bharat Oman Refineries Limited (BORL), Bina, Madhya Pradesh**

Work of Employer: **Statutory Compliance Auditor for Employer and Contractor**

Company Name: **Eco Flex Ropes (p) Ltd.(12 April 2015 to 9th July-2015)**

Designation: **HR & Admin Officer**

Reporting to: **Director & Plant Head HR**

Client: **Eco Flex Ropes (p) Ltd.**

Work of Employer: **Statutory Compliance And marketing dealing etc.**

Job Responsibilities

Recruitment & Selection:

- Scheduling interviews, Co-ordination with placement Agencies, Screening of Resumes, Forwarding Concerned department, Conducting Interview.
- As a Panel member in the recruitment process with the concerned head of the Department at Site Level
- Reference Checking, Offered Salary Break-up.
- Issuing Appointment letters for Supervisors & Below level
- Complete joining formalities and all documentation requirements.
- Responsible of for joining formalities of employees at Site level

Attendance & Payroll Processing:

- Monitoring Attendance of Employees with help of Biometric Machine
- Monitoring all PF, ESIC, Gratuity formalities
- Daily updating employee database.
- Maintaining leave records
- Releasing the salary payout monthly, and salary slip
- Salary processing and ensuring timely, payment of salaries
- Preparation of required MIS reports to management as per prescribed timelines.
- Updating Master File daily basis and generate Daily/Weekly/Monthly Reports.
- Handling employee database in Excel

Contract Labour Management:

- Dealing with contractors and monitoring statutory records like renewal of license, agreements and returns.
- Ensure proper gate pass system maintained and conduct pre-employment health checkup for fitness.
- Ensure ESI coverage before entry inside and check PF & ESI deposition before billing of every month. Also ensure welfare measures for contract labours.
- Organize meeting with labour supervisor and contractor of each work location wise.
- Handling Day to day grievance like Wages, Leave, OT and Behavioral issues.
- Registration Certificate Renewal, Checking & verification of labour license, PF, Employee Compensation

Personal Function/Statutory Compliances, Audit & Legal Cases:

- Various Timely submission of returns (ESI, PF & LWF). Take care of PF withdraws & transfers, Generation of UAN (PF) and TIC (ESIC).
- Annual & Half year returns on payment of wages, Bonus, LWF, etc.
- Handling HR related legal cases.
- Maintaining of all statutory compliance records as per (Factories act, Labour welfare fund, Contract labour Act, Minimum Wages Act and other acts etc.
- Liaisoning with Govt. agencies like Labour Department, EPF, ESI, etc
- Preparation of Monthly PF & ESIC Challan

Industrial Relation:

- Dealing in worker disciplinary matters.
- Develop good relations with employees Govt. authorities for industrial peace and harmony.
- Handling day to day employees Grievances.
- Disciplinary actions including issuing of warning letters, show cause notices.

General Administration:

- Managing Employee Guest House
- Transport arrangement for the staff and workmen at the worksite.
- Arrangement of general meeting and preparing various reports to according to the need of the management.
- Arrangement of all welfare facility at site which is required for employees and workmen
- Use informal intelligence network to gather information in advance regarding possible Employee disputes.

Training & Development:

- Training Needs Identification.
- Organizing & Co-ordination Training Programmer.
- Maintaining all Training Document

Compensation & Benefit:

- Processed Internal Promotions of Employees
- Successfully Completed the Increment process of more than 200 Employees

Exit Formalities:

- Handling of resignations & processing NO Due clearance for full & final settlement.
- Generating Relieving, Salary Certificate & Experience Letters etc.

Achievements:

- *Selected as class representative in M.L.B Govt College of Excellence .*
- Increased employee satisfaction towards the job.

Educational Background

- **MBA (HR &IR) with 68.00% in the Year 2014**
From MLB GOVT COLLEGE OF EXCELLENCE, GWALIOR, Affiliated to JIWAJI UNIVERSITY
- **PGDCA (COMPUTER APPLICATION) with 75.00% in the Year 2011 TO 2012**
From AISECTUniversity, Bhopal (M.P.)
- **BCOM (Computer Application) with 52% in th year 2012**
From Mahatma Gandhi Kashi Vidyapith, Varanasi, Affiliated To Same as University
- **DCA(COMPUTER APPLICATION) with 78.00% in the Year 2010**

Personal Details:

Father Name : Mr. BIPIN BIHARI DUBEY
Date of Birth : 14 01 1990
Languages Known : English, Hindi.
Permanent Address : H.NO-13 HARSH NAGAR , SONEBHADRA , UTTAR PRADESH
Aadhar Number 729284912214
Languages Known : English, Hindi
Blood Group : AB-ve
Sex : Male

Notice Period : One month
Willingness to Relocate: Anywhere in India

I hereby declare that the information given above is true to the best of my knowledge and belief.

Date & Place: 19.08.2020

DILIP KUMAR