

# Sukhpal Singh

## HR PROFESSIONAL

### PERSONAL INFO

I am a passionate HR Professional having expertise of **15+ years**. **Dedicated professional** with proven skills and experience in HR/IR/Payrol/Time Office/compliance & personal management function. a team player with effective interpersonal communication skills and strong ethic.

### EDUCATION

- **MBA-HR** **2012**  
*Sikkim Manipal University*
- **M.A. Economics** **2003**  
*CCS University Meerut*
- **Diploma in information technology** **2000**  
*UPDESCO, UP Govt Computer Literacy programme, Lucknow*

### EXPERIENCE

- **Assistant Manager HR** **July, 2021 -Present**  
*GoodLuck Metallica, Kutch, Gujarat*
  - Taking initiative to control Absenteeism (Long & Chronicle) and keep a tracker on that. Grievance Handling & Employee Counseling.
  - Conducting various awareness programmes & welfare activities.
  - Monitoring the Statutory Compliances & Liaisoning (Contract & Principal Employer) with Govt. Officials.
  - Monitoring Salary / wage disbursement of Roll & contract workers. Monthly Attendance record, Leave management & approvals
  - Joining formalities & Induction training.
  - Managing & Coordination of Company GPA & Mediclaim Policy.
  - Full & Final settlement, Bonus, Gratuity, Separation Schemes, Superannuation.
  - Liaisoning with govt. offices .
  - Environment Health & Safety.
- **Sr. Executive HR & Administration** **Sep, 2019-June, 2021**  
*Cstech Pvt. Ltd, Phase-II Noida, UP*
  - Factory Licence, ESIC, PF Compliance.
  - General Administration work-House keeping, Canteen, Transport, Visitors management.
- **Officer Employee Relation** **July, 2007-Aug, 2019**  
*Moserbaer Solar Ltd. Greater Noida, UP*
  - Factory Welfare Officer, HR policy formation & Amendment according legal aspects, Corporate Social Accountability. SA8000 Audits, PF, ESIC Inspection.
  - HR Audits, Contractors Audits, Workers Union Handling. Open House, Town Hall meetings & Trainings
  - Employees background verification, security management, vendor management, day to day plant operation monitoring according company standing orders.
  - Attendance, Leave record, Payroll, PMS audits.

### CONTACT

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- ✉ sukhpal\_2005@yahoo.co.in
- 📍 **Present Add:** Patel Guest House, Bhawanipur, Bhachau, Kachchh, Gujarat-370140
- Permanent Add:** Krishna Nagar, Vill-Bagu, NH-24, Vijay Nagar, Ghaziabad-201001

### SKILLS

- Personal Management
- Compliance
- Payroll Administration
- Contract Labour Management
- Manpower Planning
- Employee grievance
- Employee Welfare
- Liaisoning
- PMS
- EH&S

### TOOLS

- Personal Management  98%
- Compliance  95%
- Payroll  99%
- Contract Labour Management  95%
- Employee grievance  90%
- MS Office 2010  80%
- ERP-HRM-Payroll  99%
- Time Watch Software  99%
- Govt. Portals/sites  99%
- MIS  90%

Signature