

## ***Vaibhav***

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**Residence: Plot No. 6 B Vikas Vihar Green City Chota Bharwara Gomti Nagar Ext. Lucknow-226010**

### **Objective**

Looking for an opportunity to make contribution of my professional knowledge at right place and also to enhance my skill enabling to further upgrade my contribution to the organization.

## **EMPLOYMENT RECITAL**

### **Total Experience (4.11 Years)**

- October 2016 to January 2020 with **OPPO MOBILE MU PVT. LTD**, Lucknow Designated as **Executive – HR**.
- January 2020 to Feb 2021 with **Bharat & Associates** Lucknow Designated as **Sr. Executive – HR**.
- Feb 2021 to Present with **DARB CONCEPT PVT.LTD** Lucknow Designated as **Sr. Executive – HR**

### **CURRENT JOB Responsibility:-**

- Payroll Process.
- Joining & Exit formalities.
- Conducting induction program.
- Co-ordination in regards to Sitting, Sim card, System arrangement and Email Configuration with Admin and IT department before employees DOJ
- Looking whole Bio metric Attendance system .
- Bring update HRMS (Human Resource Management System ).
- Co-ordinate in Employee interview.
- ID cards .
- Issuance of TIC (Temporary Insurance Certificate) & UAN Card .
- Maintaining the database of employee's leaves and movements.
- Preparing Leave encashment on Annual basis .
- Developing procedures of HR & preparing training calendars.
- General administration.
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Preparing Offer letters, Appointment letters, Promotion letters, Termination & Relieving letters etc.

### **Key Responsibility Areas:**

#### **Statutory Compliances:**

- Enrolment, preparation & submission of ESIC /EPF Challan on employer portal.
- Statutory Compliances like PF, ESIC, Bonus, Gratuity, Leaves etc.

**Wages and Salary:**

- Monthly payroll planning & processing
- Pay rolling and salary disbursement.
- Co-ordination with the accounts department for TDS of the employees.
- Took initiative for opening the corporate salary account of the employees.
- Preparation of Salary, Register, PF & ESI Reports.

**Preparing all types of letters:**

- Offer letters.
- Appointment letters.
- Promotion letters.
- Termination & Relieving letters etc.

**Separation:**

- To ensure that the exit interview should be conducted and no relieving should be given without exit interview.
- Taking care of the clearance process.
- To take exit interview feedback and incorporate them to improve mechanisms.

**Induction:**

- To welcome the new joiner and giving the initial brief about the company.
- Responsible for all joining documents to be filled by the new joiner.
- To coordinate with the functional heads for the arrangement of assets for the new joining.
- Co-ordination with IT department for the email id creation of the new employee.

**Compensation & Performance Management:**

- Managing the administration of performance management program, including Periodic performance reviews and appraisals for all employees.
- Settlements of all financial accounts.
- Preparation and Issuing of Appraisal Letters / Promotion Letters

**Recruitment and Selection**

- Screening of Applications, Identification of prospective candidate, short listing profiles.
- Conducting HR interview to assess the fitment into organization structure and monitoring their progress till confirmation.
- Preparing & presenting weekly recruitment report to top management, which comprise of total offers sent, total Nos. of new Joining and Total no. of vacant positions.

- Test Arrangement.
- Organizing and conducting interviews.
- Negotiating Salary & Finalizing Offers.
- Reference checks.
- Conducting all the joining formalities.

**Employee Engagement / Employee Relation:**

- Organizing Birthday parties, Picnic, Cultural programs, Welfare parties.
- Conducting employee survey to measure the level of employee satisfaction.

### OTHER SKILLS AND CERTIFICATES

**Skills:**

- Microsoft XP applications (Word, Excel, Outlook, PowerPoint,)
- Microsoft Office Document Imaging and Scanning

### EDUCATION

**2016** Master of Business Administration,  
**2014** Graduation, University of Kanpur,  
**2009** Senior Secondary Examination – XII (UP Board)  
**2007** Higher Secondary Examination – X (UP Board)

### PERSONAL DOSSIER

|                       |   |                   |
|-----------------------|---|-------------------|
| <b>Father' Name</b>   | : | Mr. Mahesh Baboo  |
| <b>Mother Name</b>    | : | Mrs. Bindeshwari  |
| <b>DATE OF BIRTH</b>  | : | 08/09/1992        |
| <b>Gander</b>         | : | Male              |
| <b>PLACE OF BIRTH</b> | : | Lucknow           |
| <b>LANGUAGES</b>      | : | English and Hindi |
| <b>MARITAL STATUS</b> | : | Married           |

**Declaration**

I hereby declare that the above mentioned information is true to the best of my knowledge

**Date – 02/10/2021**

**VAIBHAV**

**Place - Lucknow**