

Mandeep Kumar

Address: V.P.O BAJWARA DIST-HOSHIARPUR,PUNJAB-146023.

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HR & Admin Executive with 8 + years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives.

PROFESSIONAL EXPERIENCE

1. SPAR GEO INFRA PVT LIMITED as HR EXECUTIVE (HR & ADMIN) August 2019 to till now...

Responsibilities

- ❖ Coordinate with head office for project-specific manpower requirement and ensure timely fill-up of vacant positions.
- ❖ Keep accurate track of attendance, leave etc. for timely payroll processing and ensure overtime/ special allowances are paid to eligible employees.
- ❖ Ensure compliance to all policies, legislations, Sop's & standard guidelines and maintain required registers/ forms
- ❖ Act as a single point of contact for site employees for any HR or Admin related grievances.
- ❖ Up-keep the admin facilities at site through continuous monitoring and identify new infrastructure/ service requirement to enable smooth execution
- ❖ Induction of New Employees.
- ❖ Compiling Reports regards to new joining & Employees.
- ❖ Coordinating with head office for rolling out Offer and Appointment Letters.
- ❖ AMS (Attendance Management System), Manpower burification and Maintaining LMS (Leave Management System)
- ❖ Handling grievances & Query Management for Employees.
- ❖ Preparing full and Final Settlement of Employee who left the organization or transfer to other project and Issue them resigned from the company and experience letter, Transfer letter.
- ❖ Working as an information center for site activities as well as emergency response.
- ❖ Preparation of weekly Labour and calculate the monthly.
- ❖ Admin Activity (Vendors Hiring and agreement with the vendor, Manage the Mess and budgeting for mess.
- ❖ Coordination with deferent department for issue and Manpower issue.
- ❖ Arrange travel and stay of employees/ government officials/ consultants/ external auditors visiting to site for official purpose
- ❖ Also Knowledge of company software Greythr, truein app.Biometric attendance.
- ❖ ID card issues to New Employees.

❖ **Others Experience in spar Geo Infra Pvt Ltd.**

❖ **Accounts work:-**

- ❖ Daily Share imprest Sheet to HO by email.
- ❖ Voucher Making & every week voucher courier send to HO.
- ❖ Request for funds from every week head office by mail.
- ❖ Cash withdrawal work from bank & ATM.
- ❖ Entry of daily voucher & Upload in tally soft wear

❖ **Store Work:-**

- ❖ Daily share Stock Sheet to HO by email.
- ❖ Prepare requirement sheet & weekly send requirement sheet to HO.
- ❖ Calculate Daily Physical stock, & Daily issue as per required material of our site.
- ❖ Also Knowledge of Company Software **ERP**.

❖ **Planning Work :-**

- ❖ Daily share DPR Report to HO by email. & company Whatsapp group
- ❖ Prepare MB of our site,
- ❖ Prepare Site Monthly budget and send to HO.
- ❖ Billing Work
- ❖ Prepare Daily, Weekly, Monthly Report progress report and Submission

2. Hawkins Cooker Limited as Executive HR, from April 2015- July 2019 on contract basis.

Responsibilities

- ❖ Coordinate with head office for project-specific manpower requirement and ensure timely fill-up of vacant positions.
- ❖ Keep accurate track of attendance, leave etc. for timely payroll processing and ensure overtime/ special allowances are paid to eligible employees.
- ❖ Act as a single point of contact for site employees for any HR or Admin related grievances.
- ❖ Liaison with labour commissioner office, EPF office, Inspectorate of Factories and other government bodies for all statutory matters if required.
- ❖ Induction of New Employees.
- ❖ SAP work
- ❖ Compiling Reports regards to new joining & Employees.
- ❖ Coordinating with head office for rolling out Offer and Appointment Letters.
- ❖ ID card issue to New Employees.
- ❖ AMS (Attendance Management System) and Maintaining LMS (Leave Management System)
- ❖ Handling grievances & Query Management for Employees.
- ❖ Preparation of weekly Labour and calculate the monthly.
- ❖ Coordination with deferent department for issue and Manpower issue.
- ❖ Coordination with deferent department for Manpower Planning/Hiring Profile Summary.
- ❖ Arrange travel and stay of employees/ government officials/ consultants/ external auditors visiting to site for official purpose

PROJECT'S

1. Subansiri Lower Hydro Electric 2000 MW Power Project, Nhpc gerukamukh, Dhemaji Assam-787035 (2019 – 2023).
2. Hawkins cooker ltd. Hoshiarpur (2015 – 2019).

PROFESSIONAL & ACADEMIC QUALIFICATIONS:

- ❖ MBA (MKT & HR) from Punjab Technical University 2011-2013.
- ❖ Bachelor of Arts from Punjab University Chandigarh 2008-2010
- ❖ High Secondary from P.S.E.B, Mohali in 2007.
- ❖ High School from Board P.S.E.B, Mohali in 2006.
- ❖ Computer basic course from sadhu Ashram Hoshiarpur 2009

ADDITIONAL SKILLS:

- ❖ Highly Motivated
- ❖ Proficient with Human Resource Management Systems Workday and Kronos.
- ❖ Skilled in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- ❖ Self-Disciplined
- ❖ Team Leadership
- ❖ Meal Service.

PERSONAL INFORMATION:

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Nationality : Indian Gender : Male

Date of Birth : 18-April-1990 Marital status : Unmarried

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❖ DECLARATIONS:

- ❖ I guarantee you that my managerial, legal skills & experience will be distinctive competency resources to your organization.

