

# Abhishek Gupta

**Executive - Human Resource**

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## Profile

An efficient & Dynamic HR professional with experience of more than 2 years in: Talent Acquisition, HR Operations and Administration, Employee Engagement and communications, Policy Drafting and Implementation, Leaves & Attendance management, Payroll Process, Statutory Compliances (ESIC, EPF, Bonus, Gratuity).

## Work Experience

- ✚ **Youngman India Private Limited, (Kasna, Greater Noida)**
  - Executive - Human Resource, September 2021 - Till Date
- ✚ **EPACK Polymers Pvt. Ltd., (Kasna, Greater Noida)**
  - HR Executive, September 2019 – May 2021

## Domain Expertise & Specialization

- ✚ On Boarding & Induction
- ✚ HR Operations & Administration
- ✚ Attendance Management
- ✚ Payroll Process
- ✚ HR Grievances
- ✚ 360-degree appraisal process
- ✚ Vendor Management
- ✚ Company Assets & Stationary Management
- ✚ Employee Benefits and Employee Engagement
- ✚ Talent Acquisition & Retention
- ✚ Training & Development Management

## IT & Soft Skills proficiency

- ✚ Payroll Software's – GreytHR, ESS Excellent Pay
- ✚ Attendance Management Software's
- ✚ ERP - Visual URL
- ✚ Intranet
- ✚ Job Portals
- ✚ ATS – Applicant Tracking System (Zoho)
- ✚ MS Office (Excel, Word, Paint, PowerPoint, Outlook)

## **Roles & Responsibilities**

### **+ HR Operations & Administration:**

- ❖ Ensuring pre & post joining documentation.
- ❖ Create & Circulate Induction & Orientation plan.
- ❖ Joining Information Email to all the group.
- ❖ Letter Generation & Issues (Offer, Salary breakup Appointment, Terms of Employment, Job Confirmation, Warning, Increment, Promotion, Transfer etc.)
- ❖ Maintaining HR records, Documentation of each employee in a particular file
- ❖ Generate the biometric codes of every new joiner
- ❖ Formulation & Implementation of HR Policies, SOPs, & Guidelines.
- ❖ Generation of UAN & ESI of new joiners in EPFO & ESIC.
- ❖ Providing the UAN and TIC to the beneficiaries.
- ❖ Employee grievance handling of EPFO & ESIC.
- ❖ Exit process including NOCs/ Outstanding dues and final settlement process.
- ❖ Vendor Management, vendor billing, etc.
- ❖ Employee Expense checking and approval
- ❖ Ensure compliance to company policies.
- ❖ Supervising administrative staff and dividing responsibilities to ensure performance.
- ❖ Meetings with Production & Planning

### **+ Talent Acquisition:**

#### ❖ **Hiring Departments**

- ✓ Information Technology
- ✓ Accounts & Finance
- ✓ Accounts Receivable
- ✓ Human Resource
- ✓ Sales & Marketing
- ✓ Production, Planning & Store
- ✓ Operations
- ✓ Safety, Training & Development, Etc.

#### ❖ **Hiring Expertise**

- ✓ Campus Hiring
- ✓ Job Portals like Naukri.com, monster, LinkedIn, Indeed, etc.
- ✓ Social Networking
- ✓ Internal Hiring
- ✓ External Hiring through Job Consultants & Third Party

#### ❖ **HR Planning**

- ✓ Hiring Analysis
- ✓ Resource allocation as per the project requirement.
- ✓ Manpower Planning

#### ❖ **Database Management**

- ✓ Generate Candidate Tracker through Applicant Tracking and screening (ATS).
- ✓ Employee Attrition & HR Analytics based on the management requirement
- ✓ Monthly Hiring Dashboard
- ✓ HR Vendor database management
- ✓ Employee Leaves database management

### **+ Employee Engagement & Benefits**

- ✓ Team building & recreational program.
- ✓ Employee Recognition / Appreciation program
- ✓ Employee Reward & Recognition Program.






## **Payroll Process & Attendance Management**

- ✓ Preparing salary statements and Overtime for employees
- ✓ Collecting applicable deductions of employees from the Accounts Department
- ✓ Preparing Salary Statements Collaborate with Account & Finance Team.
- ✓ Resolve issues and answer payroll related questions.
- ✓ Maintaining attendance record through attendance register and biometric system.
- ✓ Attendance management using software.
- ✓ Preparing Performance Appraisal reports for probationary employees




## **Administration Work**

- ✓ Preparing salary and Overtime for employees
- ✓ Providing ID Cards, Visiting Cards, Official Mail Id, Laptop, Official SIM, Uniform, etc. and opening of salary bank account.
- ✓ Monitoring Security guards, maintaining the attendance and issues dealing with the security outsourcing company.
- ✓ Addressing and attending to complaints regarding office equipment.
- ✓ Preparing the List of Holidays applicable during the year in concern with GM/HR.
- ✓ Collecting the stationery requirement of the employees and providing as per their requirements.
- ✓ Guiding Administration team and maintaining other admin works.
- ✓ Addressing and attending to the employee grievances towards effective resolution within a stipulated time as well as discuss with the Management/GM/HR for intervention if necessary.

## **Educational Qualifications**

-  *In last semester **MBA (HR)** from **Chandigarh University (2020-2022)**.*
-  *Three years **Bachelor of Science (B.Sc.)** with first division in 2019 from **Gurukul Kangri University, Haridwar, Uttarakhand** accredited by **NAAC** with **A grade**.*
-  *Passed **Intermediate** from **CBSE Board** in 2016 with **first division**.*
-  *Passed **High school** from **CBSE Board** in 2014 with **first division**.*
-  *Six months **Diploma in Basic Computers** from **Unitech Computers Institute**.*

## **Personal Skills**

-  Strong ability to work with team, team builder, team leading, self-motivated, self-starter, minimal supervision.
-  Strong verbal & written communication skills.
-  Interpersonal skills, adaptability, problem -solving & analytical skills.

## Personal Details

- ✚ **DATE OF BIRTH:** 10th August 1997
- ✚ **GENDER:** Male
- ✚ **FATHER'S NAME:** Mr. Ashok Kumar Gupta
- ✚ **MARITAL STATUS:** Unmarried
- ✚ **NATIONALITY:** Indian
- ✚ **RELIGION:** Hindu

## Declaration

*"I hereby declare that all the information furnished above is true to the best of my belief." "I do hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."*

**Date:**

**Signature**

**Place:**

**ABHISHEK GUPTA**