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**ANURAG ANAND MISHRA**

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**Current Location: Manesar, Gurgaon**

**Belongs to: Lucknow, Uttar Pradesh.**

**Academic Qualifications**

**2017 - 2019** Masters of Social Work (Human Resource Management & Industrial Relations, Trade Union Management & Labour Legislations) From University of Lucknow (Full Time) – 62%

**2011 - 2014** B.Com fromUniversity of Lucknow (Full Time) – 50%

**2011** 12th from KGIC Lucknow – 66%

**2009** 10th from DPS Lucknow – 52%

**Career Scan**

**Presently Working with Anjali Foundation (Automotive Manufacturing Plant), A unit of**

**IFB Automotive Ltd. as a HR – Executive from 1st June 2019 to till date at Gurgaon.**

**Talent Acquisition**: Screening profiles, Interview lineups, also taking care of campus placement & Employment Exchange recruitment, manpower planning.

**HR Operations**: New joiner's on-boarding, Documentation, Personnel files, Employee movement, Employee benefits, GMC/GPA Insurance, Employee claims, assisting in Engagement activities, Employee exit process, Grievance handling and other day to day employee life cycle activities.

**Payroll Processing**: Time office management, assisting in Payroll, salary slips, handling employee's queries, ensure data management, Taking care of statutory compliance and other related activities.

**Statutory Compliance:** EPF/ESIC/Professional Tax/Labor Welfare Fund- Half-yearly/Quarterly Returns & Timely submission of challans. Maintain All Statutory documents, Registers & Individual files. Coordinate with the Bank for Salary account opening. Following payroll cycle and sending inputs for Payroll and F&F. Maintenance of Leave and attendance records.

**PMS and Appraisals**: Assisting and data preparation in PMS process, Appraisal/ Promotion/ Special Increase Letters preparation.

**Trainings & Employees Development:** Prepare and Execute Annual Trainings Calendar.Imparting Training from HODs to Reporting staff.To continuously work on improving people productivity by promoting multi-skill concept.Ensure continual trainings for individual / employee development.

**Employee Engagement**: Implementation of Employee Engagement Calendar, Annual Meeting/Tour and other Goal Setting/Kick Off meetings as and when required.

**MIS and Reporting**: Managing and maintaining employees' data and other reports like GMC/GPA inclusion/exclusion, ESI, PF, Bonus, Leaves etc.

**Administration**: Taking care of administration related matters of office, processing plant and R&D farms, office vehicles, assistance in procurement of office stationery, office consumable, pantry and other requirements as and when required.

**Special Projects**: Any other project or assignment as given by Manager time to time.

**Worked with Eagle Software India Pvt. Ltd. (E-Governance) as a HR - Officer (UP)**

**from DEC 2014 to June 2017.**

**Recruitments**- Pre and post joining formalities and maintaining budgeted headcount at minimum cost. Posting Job Ads, using all available resources and taking interviews. Identifying Local Consultants for tie-up. Maintaining an active database of candidates and maintain a file for the same. Maintaining Personnel records. Issuance of timely confirmation/appointment and related letters. Exit interviews to be conducted and documented for every employee.

**Joining Formalities & General Activities**- Completion of Joining formalities & Statutory forms Execution of HR policies. Drafting Letters/documents like Memos, Warning Letters, Charge- sheets, Contract Agreements and other day to day company Notices.

**Payroll & Employees’ maintenance**- Inputs for Salary as per payroll cycle. Maintaining Leave & attendance records. Processing Full & Final settlement inputs of left employees as per payroll cycle. Keeping track of VDA & Minimum wage trends.

**Employee Engagement/Relations-** Following cultural activity schedule and making them successful and effective. Effective interaction with all the team members at Unit Level. Incident report for any misconduct at site.

**Statuary Compliance-** PF/ESI/Profession Tax/Labor Welfare/Gratuity- Half-yearly/Quarterly Returns & Timely submission of challans. Maintain All Statutory documents, Registers & Individual files. Coordinate with the Bank for Salary account opening. Following payroll cycle and sending inputs for Payroll and F&F. Maintenance of Leave and attendance records.

**Significant Highlights**

* Handled activities like campus placements, Job Fair & Field recruitment.

**Other Course**

NCC B & C Certification from Army Wing - 64 UP Battalion Lucknow, by Ministry of Defense - Indian Army.

**IT Skill**

Well versed with MS Office and Internet Applications.

Job Portals Like: - Naukri.com, Timesjob.com, and Shine.com.

**Personal Dossier**

Date of Birth : 6th May 1994

Permanent Address : Jankipuam, Lucknow, UP

Language Proficiency : English and Hindi