**RAJESH KUMAR PATHAK**

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**Career enhancement opportunity in Human Resource/ Administrative Functions with an organization of repute.**

**SYNOPSIS**

* A qualified - **MASTER OF BUSINESS ADMINSTRATION**.
* Currently working at **Shanti Refrigeration Industries Pvt. Ltd.**(Rudrapur)
* Effective communicator & leader with proficiency in managing people.
* 5.09 Year Working Experience as Hr & Admin in Manufacturing Plant.

**AREAS OF EXPERTISE**

**Shanti Refrigeration Industries Pvt. Ltd.: -** Shanti Refrigeration Industries Pvt. Ltd. was incorporated on 1997. SRIPL is proud to be one of the leading suppliers of S.S. Tanks in different shapes & capacities for water coolers, Fin & Tubes Type heat exchanger coils and System Tubing and Heavy & Light sheet metal parts for AC&R and Automobile Industry.

**Working as “Asst. Manager – HR & Admin.” from September 2015 to till date**

* **Designing HR policies & Procedures**
* Designed & implemented various HR policies- Leave Policy, Travel Reimbursement Policy, Exit Policy, Recruitment Policy, and General Administration Policy.
* Designed Forms, Annexure as per the Policy.
* **Manpower Planning**
* Devised the Manpower plan for various dept.
* Created Job Descriptions & Job Specifications for each of the position.
* Arranging the Contractor Helper as per the required Depts.
* **Recruitment & Selection**:
* Identifying Manpower requirement from all Divisional heads.
* Responsible for Manpower planning & Budget for Group getting approval from Director.
* Mapping Job description & Job analysis basis on Factory & office requirement.
* Responsible for Recruitment, Selection & short listing the candidates.
* Short listing & Screening of candidates, conducting Final round interview & thereby creating positive perceptions among candidates about the company.
* Ensuring the completion of joining formalities (Issue Offer Letter / Appointment Letter, collection of required documents from new joiner)
* Preparing Induction Program and Orientation to the employees towards policies and procedures of the company.
* Completing the Full & Final settlement process of the resigned employees as per the company policy.
* **Employee Relations & Engagement**
* Facilitation of Location Transfers - Implement the transfer policy within the unit. Addressing transfer requests & bringing it to closure according to the requirements.
* Employee Communications- Interpret and implements policies and procedures dealing with employee grievances, New Employee Policies on relocation, transfers, Internal Assessment of employees for senior Positions.
* **Operational HR**
* Maintaining Attendance & Leave Record of employees.
* Salary & Full and Final Settlement processing based on the attendance records.
* Maintaining Employee Database & Personal File of Employees & Issuing Letters
* Checking the Labor Bills and Other Administration Bills.
* Budgeting & MIS
* **Contractors Management:**
* Work order, a deputation of labor termination, stature compliance of contract performance of contractors on monthly basis payment verification on job done and coordination functions right from managing contracts. To create awareness in Managers about the labor standards of the impart tips/ways to handle the situation Statutory Compliance pertaining to various labor legislations Regulation/Monitor of the Contract and outsourced Labor and ensure that the outsourced companies working in the company adhere to the applicable labor standards.
* Supply approved contract labor with co-ordination with contractor.
* Verifying bills according to the terms & condition of contract ensuring casual &contract labor expenses should not exceed to approve budget.
* Monitoring records of contract labor attendance, wage & other legal compliances like I-card, payment register, muster roll, leave & payment of overtime register.
* To maintain Daily record of Company & Contractor’s employees.
* Contract Labor Management with respect to absenteeism analysis and its remedial action, multitasking and skill Development of workmen, attrition and its causes and action plan to reduce attrition etc.
* **Statutory Compliances & IR Activity**
* Opening Temporary ESI Card for New Joiners as applicable under ESI Scheme, Permanent ESI Card.
* Filling EPF&ESI monthly Challan &preparing ESI Half yearly return & PF Annual Return,
* Ensuring prompt & timely resolution of employee **Grievances,** and **Employee Relationship** that contribute to satisfactory productivity, motivation & Moral.
* **Factory renewal licenses,** as well as liaising with Government authorities of Labor Inspector, Contract Labor etc.& **Employees Provident Fund** and **GRATUITY** settlements Monitor and verify adherence to terms of labour contract by monitoring day-to-day implementation of policies concerning wages, hours of work and working conditions.
* To Maintain Harmonious relations between the factory management and Workers.
* Ensuring strict adherence to statutory laws & maintain good IR environment.
* Ensure all statutory and legal compliance in the factory are in place. Compliance with all work norms and work practices for workmen as per established Standard Operating Procedures as well as the law
* Maintain employee discipline in compliance with the legal procedures.
* Maintain Sound Employee Relations Environment with Management.
* **Performance Management System / Induction & Orientation:**
* Designing performance appraisal system and implementing location wise.
* Initiate, coordinate & close the annual performance appraisals discussions with directors.
* Employee Development for implementing training programs on time individuals who are nominated.
* Annual Review & discussions of department promotions with Plant heads and managers.

Developed long term relationship with employees through personal interaction and close proximity

* **Payroll & Compensation**
* Responsible for providing final Approvals for Salary, deductions, Travels, Transfers, Relocations, Training Costs and other Official Trips (Claims like TA &DA).
* Maintaining & Tracking Attendance, Leave, LOP for all employees On-roll as per policy.  
  Ensure the employees get their payroll queries/ grievance answered and solved on an individual basis.
* Ensure timeliness and accurate payment of salaries for the respective locations.
* Annual preparation for Bonus payout, LTA & Leave Encashment.
* **Training & Development:**
* Preparing of training calendar & implementing the same.
* Create awareness regarding safety, security & personal norms.
* **General Administration** (**Security, Safety Housekeeping & Travels**):

Supervising housekeeping activities in the organization; ensuring availability of stationary, ID cards, Visiting card and Hotel bills. Canteen facilities, printing requirements & other stationery materials, coordinating with security Agencies for security arrangements at different units, Mess facility & transport facility.viechele exp. Electricity bills and Telephone

**Past Experience:**

* **Filatex India Limited (February 2013- August 2015)**

**Responsibilities & key task areas:**

* Designing Hr policies & procedure
* Manpower Planning.
* Recruitment & Selection.
* Induction of new joinee.
* Operation Hr.
* Contract Labor Management & Statutory Compliances.
* Employee Relation.
* Industrial Relation.
* Training & Development.
* Administration
* Statutory Compliances
* **Bhilosa Industries Pvt. Ltd. (June 2011- February 2013)**

**Responsibilities & Key tasks areas:**

* Recruitment activities.
* Joining formalities, terms of employment, probation, confirmation and termination etc.
* Monthly Training calendar preparing.
* Maintain Monthly Payroll Inputs
* Maintain PF & Leave of Employees.
* Contract Labor Managements.

**Achievements & Career Highlights’**

* Initiated for culture change drive through employees engagement activities like indoor/outdoor sports, employees tour and various training.
* Successfully organized monthly suggestion scheme meeting.
* Successfully started Monthly Review meeting.
* Participative Management through Various Committee like canteen sports and transport.
* Motivation by introducing various welfare schemes like attendance Awards, employees of the month, employees of the Quarter, Best punctuality Award and Multi Skilling Awards.

**IT SKILLS**

* Office Tools: MS Office
* Operating Oracle & Ramco (ERP) Software
* Operating Punching System Time Track, Savior

**ACADEMIA**

* M.B.A (HR) from Utter Pradesh Technical University. ( 2009-11)
* PGDMSM from Govt. Polytechnic. (One Year Course )(2007-08)
* B.Sc. (Chemistry & Botany) from V.B.S.P.U.Jaunpur (1999-02).

**PERSONAL DETAILS**

Date of Birth : 07- May-1981.

Father Name : Santosh Kumar Pathak

Marital Status : Married

Nationality : Indian

Present Address : Room No.-1, Welcome Lodge, Ravindra Nagar, Near Gurdwara Road,

Rudrapur, District- Udham Singh Nagar-263153 (Uttarakhand)**.**

Permanent Address : Vill. - Vishundhari, Post- Ghorawal, District- Sonbhadra.

State-Utter Pradesh (Pin Code-231210)

Language Known : English, Hindi.

**CTC & NOTICE PERIOD DETAIL**

Current CTC : 3.00 Lac/Anum

Expected CTC : Negotiable

Notice Period : One Month

Current Location : Rudrapur

**DECLARATION**

I hereby declare that all the above information’s are true and best of my knowledge.

**Place:**

**Date**:  **(Rajesh Kumar Pathak)**