

# Adesh Kumar

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## SYNOPSIS:

- HR Professional with over 15 years of experience in the whole gamut of HR functions spanning the entire employee life Cycle - Recruitment, Employee Induction & Separation, Employee Relations and Grievance Handling, HR Operations, Performance Management, Compensation & Benefits, Employee Welfare and Administration.
- Handled the role of Corporate HR & Plant HR.
- Seeking a responsible and challenging role as HR Business Partner in an organization

## AREAS OF EXPERTISE:

- Talent Acquisition
- Employee Life-cycle Management
- Employee Induction & Separation, On-boarding
- Payroll
- Exit Process
- HR Operations
- Employee Relations and Grievance Handling
- Talent Acquisition
- Employee Engagement

## WORK EXPERIENCE:

<b>Company Name</b>	<b>M P Enterprises (www.kenford.in)</b>
<b>Job Title</b>	Head HR
<b>Work Period</b>	August 2021 to till date

<b>Company Name</b>	<b>Geeken Seating Collection Pvt Ltd , IMT Manesar, Gurugram (www.geeken.in)</b>
<b>Job Title</b>	Head HR
<b>Work Period</b>	April'2013 to July 2021

Responsibilities:

- Leading the Talent Acquisition function in GSCPL.
- Handling entire **Recruitment life cycle** for Pan India for various positions for Sales, Support, Factory, etc. Planning human resource requirements in consultation with heads of different functional & operational areas, organizing selection interviews, etc.
- Designing the **Job Descriptions** as per the specifications provided by the Managers/HOD/ Directors .
- **HR Operations** - Documentation & Personnel File Management - Responsible for maintaining employee file from joining till exit. Issuing Salary Break-up, Offer Letter, Appointment Letter, Confirmation Letter, Transfer Letter, Appraisal Letter. Managing entire employee data maintenance requests such as employee relationship change, mass uploads, individual data correction for personal/non-personal data, employee category change, pay/work schedules, effective date changes and execution of reversals.
- **Time Keeping / Time Office Management .**
- Handled **Induction** programs – right from pre-joining to on boarding of new employee, Co – facilitated for online Induction programs.
- Spearheading **Payroll** for 1500+ employees. End to end activity for payroll management.
- **Compliance** – Labor Welfare Funds Returns (LWF), Employee State Insurance Returns (ESI), Policy for Prevention of Sexual Harassment (POSH) Returns. . PF related – Providing Employer Approvals on EPFO portal for PF transfer/withdrawal & grievance handling. **Statutory Reports** Creation and Submission to department as per timeline.
- **Employee Relation, Connect & Engagement:** Handling employee grievances and providing feedback/resolution to Employee Queries. Organize Birthday Celebrations, Festivals and other employee engagement activities. Merit of providing prompt resolution of employee grievances to maintain cordial management-employee relations
- **Exit Formalities:** Conducting exit interviews, Co-ordination & verification of documents. Asset verification & collection.
- Updating **HR policies, processes** & ensuring implementations of the same
- **Handled Performance Appraisal cycle** –annual increments, bonus, promotions, market corrections, role change, increment letters and ensuring correct payout.
- Preparing **monthly & quarterly HR Dashboard.**
- Weekly & Monthly review meeting with Top Management .
- **Analysis:** Recruitment, Head count, Exit, Attendance, Leave Balance & Confirmation.

<b>Company Name</b>	<b>Abhijeet Group , Nagpur (www.abhijeet.in)</b>
<b>Job Title</b>	<b>Asst Manager-Corporate HR (Recruitments)</b>
<b>Work Period</b>	January 2011 – March 2013

- Responsible for complete deliverable of the candidate, manage a pro-active recruitment service to ensure that vacancies are filled promptly with appropriate skilled and experienced employees.
- Responsible for Preparing Job Description .
- Delivering the resources inline to the Vacancy report.
- Following the recruitment process from initial source to offer stage.
- Research for potential candidates within the industry via network, recommendation or Head Hunt .
- Prepare and present complete CV's along with comments on the short listed candidates to the Project Head / Departmental Head . Checks references and suitability of applicants before referral to Project Head / Departmental Head for interview .
- Involved in Salary Negotiations.
- Co-ordinate with Project Head & candidate up to final mobilization.

- Continuous mapping out the organizations/ Department structures of related Industry and planning of addition/ deletion of positions in consent with the management.

<b>Company Name</b>	<b>Naftogaz India Pvt Ltd , Noida (www.naftogaz.in)</b>
<b>Job Title</b>	<b>HR Officer (Recruitments)</b>
<b>Work Period</b>	<b>May 2009 – December 2010</b>

### **Job responsibilities:**

#### **a) Recruitment & Selection**

- Involved in the end-to-end recruitment of key personnel for Noida office and Site Offices (Bina, Bathinda, Panipat & Mumbai), this included coordinating with the Business leaders, Plant Managers and the HR head for talent acquisition strategy.
- Preparing job descriptions, advertisements, coordinating and conducting interviews, making salary offers and negotiations for recruitment positions.
- Liaisoned with recruitment/staffing agencies and participated in recruitment drives/walk-ins.

#### **b) Policy (Formulation) and Implementation**

- It includes Formulation, Implementation and Administration of all the policies of the company evenly in the organization. A few policies formulated by me are :- Mobile Phone policy, Half-day policy, Appraisal policy, Code of conduct policy, Dress Code policy, New Born and Marriage anniversary/gift policy, Email and Internet usage policy, Employee referral policy , working hours, Late Coming grace period , Co-off Rules , Leave availability & Eligibility Policy etc .

#### **c) Organization Structure**

- Continuous mapping out the organizations/ Department structures of related Industry and planning of addition/ deletion of positions in consent with the management. Identifying roles inline to the Business objectives and fulfilling the gaps, if any.

#### **d) Employee Engagement and Welfare Activities**

- Working towards developing a work culture which is conducive to overall employee growth and development and employee satisfaction
- Maintaining transparency and fairness in Promotions, Appraisals, IJP so as to present an honest, clean and unbiased image of the management to the employees.
- Organizing workshops on Behavioural and Communication Skills.
- Organizing Reward and Recognition program every quarter based on the quarterly performance reviews.
- Organizing Half-Yearly Company Parties, Farewell Parties, Birthday Celebrations and Outings in coordination with Admin deptt .

#### **e) Attendance and Leave Management**

- Maintaining daily, weekly and monthly Attendance and Leave record .
- Handling annual leave encashment, wherever applicable.
- Generating various Time and Attendance reports like late coming, early leaving, etc.
- Sending communication to employees regarding attendance & leaves as & when required

- Issuing warning letter to habitual late comers and frequent defaulters.

#### f) Employee Relations

- One to One & Group level interaction with all individuals. Providing every comfort to individuals for free & frank interaction including Exit interviews. Brought out a monthly bulletin to provide a common platform for communication at corporate level.

#### g) Induction /Orientation / Joining Formalities

- Ensure the joining formalities is completed i.e all joining related forms are duly filled up
- Ensuring that Temporary ID card, Laptop, Stationary, Locker etc are issued to all new joinees
- Ensuring that Email account and other user accounts are created for new joinees.
- Handing over the New Joinee to the concerned department .
- Ensuring all personnel records are properly maintained and updated for new and existing employees .

<b>Company Name</b>	<b>Personnel Search Services Pvt Ltd , Nehru Place, New Delhi (www.pssindia.in)</b>
<b>Job Title</b>	<b>Consultant - EPC/OIL &amp; GAS SECTOR</b>
<b>Work Period</b>	July 2006 – April 2009

#### ▪ Client & Business Development .

- Responsible for understanding the mandate.
- Understanding & analyzing client's requirements in different skills set.
- Handled assignments in different industries like Oil & Gas , Power , Construction , Retail & Hospitality, Consulting etc
- Sourcing & validating right candidates from the Job Portals, Internal Database ,Employee Referencing, Mass Mail , Head-Hunting, and Professional Networking.
- Responsible for timely scheduling the candidates and post-Interview Follow ups.
- Well conversant with working on all the leading job portal Naukri & Professional networking sites.
- Servicing clients from mid to top level recruitment's.
- Expertized in head hunting for critical positions.
- Constantly updating the database & managing the same in a structured manner.
- Involved in client and candidate communications.
- Report to **Lead Consultant-EPC/ Oil & Gas sector , Delhi Branch .**

#### ACADEMIC QUALIFICATION:

<b>Qualification</b>	<b>Institute/University/College</b>	<b>Year of Passing</b>	<b>Percentage</b>
MBA (HR)	Aggarwal PG College, Ballabgarh (Maharishi Dayanand University)	<b>2009</b>	<b>1<sup>st</sup> Class</b>
BBA	DAV Centenary College , Faridabad (Maharishi Dayanand University)	June 2006	1 <sup>st</sup> Class
Intermediate (Commerce)	Army School , Ferozepur Cantt. (CBSE Board)	May 2002	69.8%

SSC	Army School , Ambala Cantt (CBSE Board)	May 2000	65%
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### **COMPUTER PROFICIENCY:**

⇒ Application: MS Word, Excel, PowerPoint, MS Office.

### **PERSONAL SKILLS:**

Resourceful, Intellectual, Innovative and Flexible with Comprehensive problem solving abilities, Excellent verbal and written communication skills, Willingness to learn, Self-motivated , Hardworking & Pro-Active ..

### **PERSONAL DETAILS:**

**Date of Birth** : **05th August 1984**  
**Sex** : **Male**  
**Marital Status** : **Married**  
**Current CTC** : **RS 13.5 Lac per annum**  
**Father's Name** : **Sh. Vijendra Kumar**  
**Languages** : **English, Hindi**  
**Passport Available** : **Yes**  
**Permanent Address** : **MCF-B-18 , Bhagat Singh Colony , Opp Bohra Public School  
Ballabgarh , Distt- Faridabad-121004 .**

### **Certification**

I, the undersigned, certify that to the best of my knowledge and belief, this resume correctly describes me, my qualifications, and my experience .

Date:

Place:

(Adesh Kumar)