

RAM JEE SINGH

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Seeking Middle Level Assignment in Human Resource management (HRM) With a Growth oriented organization.

PROFESSIONAL SYNOPSIS

- ✓ A dynamic professional with **12+ years** of experience in HRM broadly in Recruitment, Performance Appraisal, Compensation, Training and development, Policy Procedures, Employee engagement activates, General Administration and Personnel Management, ISO Auditing and Employee relation.
- ✓ **Currently Associated with ION Exchange India Limited as Executive- HR & Admin** at Chandauli site in U.P.
- ✓ Proficient in Planning, Strategizing and implementing abilities with demonstrated success in Handling HR Related issues as well as administrative Issues.
- ✓ Expertise in handling HR functions entailing Recruitment, Training, Grievance Issues and managing Vendors.
- ✓ Adept at handling day to day administrative activities in coordination with internal /external departments for smoothen business operations.

ORGANISATIONAL EXPERIENCE

<u>Tenure</u>	<u>Company Name</u>	<u>Designation</u>
April 2021 – Till Date	ION Exchange India Limited	Executive – HR & Admin
Dec’ 12 – March’ 21	Soma Indus Varanasi Aurangabad Tollway Pvt Ltd	Executive - Admin
Sep 2010 - Dec 2012	Shalimar Paints Limited	P & A Officer

Roles and Responsibilities

Workforce Planning & On boarding- Timely hiring in accordance with approved Manpower Planning and provide support in the hiring process and new hire onboarding.

HRMS- Ensure employee life cycle activities are timely accurately updated in Success Factors at projectsite.

Employee Relation- Maintain a positive Employee Relation climate by promptly responding to department / employee issues or concerns.

Training- Coordinate with project head and annual training calendar plan for site staff.

Liaising Management- To arrange the required permission/ NOCs from various department to operating the site business.

Facility Management- Responsible for managing overall Facility Management at Site including setting up of site office, Guest House, workmen camp, and arrangement of all basic amenities and to ensure smooth functioning of project staff accommodation, Mess, and proper hygienic food.

Guest house/ Staff accommodation- Responsible for managing guest/ staff accommodation arrangement, and arrangement of all basic amenities and to ensure smooth functioning of project staff accommodation.

Security Arrangements- Responsible for Proper Security arrangements at Site and Camps by ensuring all the conditions of Work Order i.e., Proper documents of security personnel, their physical fitness, attendance, roaster list, statutory records etc. and maintaining high standards of safety and security.

Vehicle Management- Responsible for end-to-end vehicle management (LMVs). Provide vehicles to staff for site works as per eligibility and ensure there is no misuse.

Admin Expenses – Maintain records of petty cash and processing of day-to-day expenditure bills and other payments related to administration timely.

Roster Management- Responsible for effective implementation & managing of Roster policy.

Compliance – Responsible for applicable Statutory Compliance as per various labor laws and ensure there are NIL complaints of any violation.

Periodic Reports /MIS – Timely submission of periodic reports such as, Monthly Payroll inputs, PRW Payment Report, Labor Reports, exit interview reports, Vehicle Management, Monitor monthly expenditures, etc.

Employee Grievance- Facilitate proper implementation of the Employee Grievance Redressal Mechanism & Stakeholder Engagement Plan, also ensure maintaining a positive work environment by responding to any department/ employee queries and concerns.

Implementation of New Initiatives- Implementation of New initiatives at site level, as per management guidelines, as and when required. Aid in ensuring the progress according to the implementation plan.

Ensure that the deliverables are on timely with quality, by adherence to compliance.

QUALIFICATIONS

2013 Diploma in Business Administration From Symbiosis University - Pune

2006 Bachelors of Arts Studies From Purvanchal University

PERSONAL DETAILS

✓ Residential Address : Vill. Karjara, Post Awati, Tehsil Sakaldiha, Dist. Chandauli, U.P. 232106

✓ Date Of Birth : 05th July, 1986

✓ Nationality : Indian

✓ Marital Status : Married

✓ Language Known : English, Hindi

I do hereby declare that the above mentioned information is true to my knowledge and belief.

Ram Jee Singh