

RESUME

Personal Details: Shekhar Tomer
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OBJECTIVE: -

To achieve high career growth, throw a continuous process of learning for an achieving goal & keeping my self-dynamic in the changing scenario to become a successful professional and leading to best opportunity.

Personal Details: -

Educational Details: - 1) Bachelor of Arts in M.A.H.G. University.

2) HRM Certification in RMIT University.

3) Diploma in HR Management in OHSC University.

4) MBA in HR, ODL (Pursing) – Completed 2024.

DOB and age: 30 Nov 2001

Marital status: Unmarried

Nationality / Religion: INDIAN

Summery: -

- Worked for **NTPC** project for lagoon making (included Embankments, Spillways, Elevated channels, intakes wells & Channels) as a **site HR**.
- Working with **United Breweries Ltd** (Doing all compliance work in factory Act).

Work Experience: -

• **FOXACON ENGINEERING PVT LTD**

Aug 2018 to Feb 2019

Company Profile: Engineering & Real Estate & Building.

Designation: Sales Manager

Work Domain:

- Maintain the daily work completion reports and future predictions to consume time and to achieve the required quantities to complete.
- Leasing with the clients to fix the schedule of checking the work and testing if any and maintain all over Files & Register the report for billing complete.

• **KANWAR ENTERPRISES PVT LTD**

Mar 2019 to Mar 2023

Company Profile: Construction & Divide Bund Engineer & Contractor & Infrastructure work (Road, Dams and Embankment works) including structures.

Designation: HR Officer.

Work Domain:

- HR all work, attendance, wages register, job safety analysis, staff & worker medical before timely joining with induction, royalty clearance for govt office with defaced challan or all workers & staff registered EPF & ESIC timely as per state govt. rules, etc. (Legal Compliances, Payroll Compliance, HR Clearance, Structure Salary staff & worker, EPF, ESIC, all staff & worker submitted documents, report time to time my HR Manager from Head Office, per month salary provide time to time and all employees & worker contractor query solve after discuss our senior officer, etc.)

- EPF & ESI new registration & EPF & ESI payroll compliances and salary structure & Leave encasement & CLRA Registration.
- Handle all expenses required and expenses details vouchers, handle site account expenses, (guest house, mess, other site items purchase & other site work with account expenses) etc.
- Maintain the daily work completion reports and future predictions to consume time and to achieve the required quantities to complete.
- Leasing with the clients to fix the schedule of checking the work and testing if any and maintain all HR Files & Register the report for billing complete.
- Reporting to the store, HR Manager and machinery in charge to get the requisition if any or to give future requirements in advance.
- Submit Yearly annual return file & bonus gratuity.

- **APARAJITHA CORP. SERVICE LTD**

Mar 2023 to Till Date

India's largest compliance service provider

Company Profile: Provider of regulatory and compliance services solutions intended to set standards for Compliance & Risk Management across Industries. The company offers services including mine compliance, contract labor compliance, payroll compliance, payroll processing, and audit services which can be customized to meet any specific needs, enabling corporations to provide exemplary human resource services, thereby facilitating them to achieve and exceed their corporate goals.

Designation: Sr. Executive (HR)

Work Domain:

- I am working with company Personal software Time Office Management.
- **I am currently working on the compliance work of United Breweries Ltd on behalf of Aparajitha Corporate Service Ltd.**
- Checking the bills of Factory Labour contractor's on a monthly basis and providing then **HR Clearance Certificate NOC** after documents verification.
- **Documents of contractor's bills:** - First prepare all the data by yourself, then after matching their data and correcting mistake if any, checking of EPF & ESIC contribution history & payable rate match wages sheet amount & compliance amount and all the data related of required factory Act , all employee (**casual & permanent & on roll**) Master data with all details, etc.
- Collaborate with HR process owners to review the maintenance of required compliance documentation internal control practices is in accordance with applicable laws and regulations.

- Through a solid working relationship with the company's Legal department, keeps abreast of changes in laws, regulations and guidelines.
- Policy development and communication.
- Manage the drug and alcohol screen process for the organization.
Design and assist the HR team in the education and training of managers and the HR organization on regulatory and compliance issues.
- Maintains compliance with I-9 Records and E-Verification requirements
- Manages the process for creating and maintaining Human Resources Standard Operating Procedures.
- HR Administrator of Compliance Training records and reporting.
- Ensure that process maps, and documentation remain current and that process changes are effectively managed from a control perspective.
- **EPF & ESI new registration & EPF & ESI payroll compliances and salary structure & Leave encasement & CLRA Registration.**
- Maintain the daily work completion reports and future predictions to consume time and to achieve the required quantities to complete.
- Submit Yearly annual return file & bonus gratuity.

ADDITIONAL SKILLS/COURSES: -

- 1) Basic Computer Knowledge.
- 2) MS Word & MS Excel & Advance Excel.
- 3) Domestic Data Entry Operator – English.
- 4) Domestic Data Entry Operator – Hindi.
- 5) Advance Computer Analyst – English.
- 6) Tally.
- 7) Computer Awareness course in SGRD.
- 8) Certification in Green HR.
- 9) Advance Economy Asia Certification.
- 10) Information Technology computer science.
- 11) HR Management and strategy Training Up Grad.

Declaration: - I hereby declare that the information furnished above is true and correct to the best of my knowledge.

KEY RESPONSIBILITIES: -

- 1) Co-ordination with client and contractors.
- 2) Managing site along with preparation of document.
- 3) Scheduling work and prepare work plan for upcoming activities and follow up towards target.
- 4) Official of HR works as per approved Files and technical specification.
- 5) Ensure quality of work as per specification. Follow up with client for approval of Clearance, method of work statement.
- 6) Knowledge of Factory Compliance Work.
- 7) All contractor bill done on time.
- 8) Maintaining all display board and Registers as per the Factory Act.
- 9) Maintain Notice board and shift board update on time, have done a lot of other thing like this, etc.
- 10) Maintain and improving factory rules & regulations.

PERSONALITY SKILLS: -

- 1) Communication, Collaboration, Problem solving, Interpersonal, Time Management, Flexibility, Critical thinking, Work ethic, Professionalism, Organizational Skills,
- 2) Good team leader, Fast Learner, smart worker, managing work efficiently.
- 3) Self-Motivate, Honest, obedient and feel proud to be a part of organization.
- 4) I am always ready to learning something new.

Place: Noida

SHEKHAR TOMER