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Profile:

Seeking assignments in HR operations with a reputed organization. Multi-skilled HR professional offering comprehensive professional services in **Manufacturing Industry** for over 05 years, capable of dealing with all the needs of an organization. Self driven individual with ability to perform independently or in teams to achieve the desired results. Inclined towards diversifying experience and knowledge and to make a significant positive contribution towards the organization with willingness to continue personal and professional development.

Key Skills

Industrial Relations

Training & Development

Manpower Management

Payroll Management

Statutory Compliances

Employee Grievances

Recruitment & Selection

Single Window Clearance

Professional Experiences

1. Worked with **Hi Tech Castings & Engineers, in SIDCUL, Haridwar** as an HR and Admin Executive since 13th of Aug 2021 to 15th of Dec 2022. Hi Tech is an ISO 9001-2015 certified company engaged in the Manufacturing of Aluminium Casting panel for LED lights; Flood light, Street light for reputed vendors viz. Hevalls, Panasonic, Halonix, Surya etc.
2. Worked in various capacities and roles with **M/s Enn Tee International Ltd, in SIDCUL, Haridwar** (Synthetic Yarn Manufacturing Unit producing PP Polypropylene, Polyester and Fully Drawn Yarn) since 5th of July 2017 to 31st of March 2021 as an Assistant HR Executive, Executive Management Information Systems (MIS) and Financial Executive facilitating managerial level decision making and strategy to achieve and meet organizational goals on day to day basis along with senior managers for smooth operations of the unit.

Areas of Expertise

Payroll, Leave & Attendance Management:

- Preparing monthly attendance of all employees through Biometrics Attendance System.
- Updating & maintaining leave records of all employees.
- Preparation & maintenance of Salary/ Wages, OT.
- Counseling & conducting exit interviews, initiating full and final settlement.

Statutory Compliances:

- Conversant with using Invest Uttarakhand Portal (Single Window Clearance) for CAF ID, Mortgage, Reconstitution, Fire NOC, Factory Licence Renewal, Annual Returns submission through online mode.
- Updating of EPF UAN KYC & filing and initiating online transfer claims on EPFO/ESIC Portal.
- Ensure the compliance of all applicable laws (e.g. ESI, PF, Bonus, Gratuity, and Contract Labour, Factory Act) and reviewing the documents / registers maintained for the same.
- Ensure timely compliance with statutory requirements under various labour laws.

Health, Safety & Environment:

- To promote good health, safety and environment friendly practices throughout the organization.
- Organizing & participating in Fire Mock Drill/Emergency Drills.

Talent Acquisition:

- Handle end to end recruitment activities for Permanent and Contractual positions including sourcing, screening, interview coordination & post interview follow-up, with significant reduction in recruitment costs and time.
- Issuing offer letters to shortlisted candidates.
- Sourcing resumes using online portals.

Training & Development:

- Organizing training and development programs for all staff & workers.
- To arrange induction training for all new joiners.

Policy Letters & Correspondence:

- Have a thorough follow up and ensure all due letters (Offer Letter, Appointment Letter, Confirmation Letter, Increment Letter, and Yearly Appraisals etc.) are processed and handed over to the employee in time.
- Ensure that all company policies are implemented and employees are aware of the company policies as well.
- Data collection, data analysis, report generation, chart preparation, presentation, preparation of various MIS Reports.
- Reviewing existing policies periodically & effective implementation of all HR policies.

General Administration:

- To ensure unit meets proper safety standards and follow best industry practices such as fire safety, pollution safety and other various environmental hazards.
- Arranging for Guest Accommodation / Office Premises / Guest Houses/ Housekeeping and ensuring their upkeep.
- Maintenance of company vehicles and proper arrangements of transport facility to meet day to day requirements of concerned departments.
- To oversee and co-ordinate with contractor to provide efficient labour for smooth running of the unit and to maintain contractual labour relations, among other things.
- Review security arrangements with security provider, finalize contract, and check guard stations in-out registers of personnel.
- Verification of the bills of labour contractors, canteen contractors and transport management.
- Employee's periodical medical check-ups & personal accident claims.
- Arranging first aid and attending other emergency medical services.
- Horticulture Management, Mason work, Plumbing work, Carpenter, Painting & other administrative and utilities work to be done, as per need basis and audit requirements.

Employee Grievances:

- Understanding & resolving grievances of employees.
- Develop job profiles and source candidates from major job boards; select, interview and hire employees in collaboration with department managers.
- Plan and develop on-the-job training programs for line employees and career development programs with a focus on retaining existing talent and reducing employee turnover.
- Preparation of **full and final settlement** statements.
- Annual Appraisal.

Educational Qualification:

- Graduation (Bsc-IT) from Graphic Era Hill University, Dehradun in the year 2016.
- Higher Secondary Certificate Examination (ISC) from CISCE Board, Dehradun in the year 2013.
- Secondary Certificate Examination (ICSE) from CISCE Board, Dehradun in the year 2011.

Personal Details:

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| ▪ Father's Name: | - | Mr. Vikram Singh |
| ▪ Date of Birth: | - | July 31 st , 1996 |
| ▪ Hobbies: | - | Reading newspaper & magazine, listening to music |
| ▪ Current Location: | - | Dehradun, Uttarakhand |
| ▪ Permanent Location: | - | Village Tanda Maan Singh, Saharanpur, Uttar Pradesh |
| ▪ Languages Known: | - | English, Hindi & Punjabi |
| ▪ Marital Status: | - | Unmarried |

Date:

Signature

Place: Dehradun

Ravi Singh