

## C.V.

### **SUSHIL KUMAR**

Communication address

BUDDHA COLONEY

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PATNA, BIHAR

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**OBJECTIVE:** To integrate the acquired knowledge & gained skills into the practicalities of an effective Human Resource & Administrative Professional

### **PROFESSIONAL QUALIFICATION:** \*

- **PGDIRPM (Post Graduate Diploma in Industrial Relation and Personnel Management)** from IPSAR, Recognized by AICTE, (Ministry of H R D) Govt. of India
- **B.com (Bachelor of Commerce)**, Recognized by Magadh University

### **WORK EXPERIENCE**

\*Currently working as Deputy Manager-HR& Admin in M/s Kalinga Commercial Corporation Ltd at HIM, Suakati, Keonjhar, Odisha site from 11<sup>th</sup> Nov-2024.

### **JOB PROFILE AT KCCL**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Succession planning & onboarding process.
- Conducting Canteen management committee meeting on regular basis.
- Oversee and manage a performance appraisal system that drives high performance
- Maintain monthly pay plan and benefits program through Greyt -HR portal & Excel.
- EPF work, like preparing ECR, Challan upon monthly basis
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout the entire life cycle

\*Worked as Assistant manager Hr (based at Rourkela) for Narayani Sons India Pvt. Ltd. in jajang site under Jsw Ltd. from 10/11/2022 to 31/10/2024.

**JOB PROFILE:**

- Succession planing/Recruitment/onboarding for company.
- Preparing, organizing and storing information in paper and digital form.
- Prepaing all Statutory records for bill clearance.
- Maintaing Payroll of all Employee with PF .
- Dealing with queries on the phone and by email.
- Greeting visitors at reception.
- Managing diaries, scheduling meetings and booking rooms.
- Arranging travel and accommodation.
- Arranging post and deliveries.

Worked as Assistant manager Hr (based at Joda) for M/S BS Mining Corporation Pvt. Ltd. under Rungta mines limited (jajang site) from 03/10/2012 to 31/10/2022

**JOB PROFILE:**

- Training & Development – Training needs identification through process of performance appraisal & task analysis for new joined candidate. Formulation of training calendar with company new objectives targets & projects. Implementation of above training calendar with proper training manual, skills& methodology.
- Welfare Management – Maintaining & handling various facilities like canteen, rest rooms, first-aid appliances, washing facilities etc. Handling &maintaining fire drills &training. Coordinating committee meetings like Grievances Committee, Works Committee and Canteen Committee etc.
- Statutory Compliance & IR – Maintenance of all statutory records under PF, ESIC, Gratuity, Bonus, Payment of Wages &Factories Act. Preparing ESIC & EPF Challan. Liaising with Govt. officials like Labour Officers, ALC, DLC etc for smooth & harmonious relations. Issuing Warning letters, Show Cause Notice & conduction Domestic Enquiry. Effective grievances handling, settlement of dispute & disciplinary action
- Administration – Prepare reports and recommend procedure to reduce absenteeism and labour turnover. Conduct exit interview, guide the management of temporary staffing. Responsible for asset management. Implementation of cost saving plan

Worked at **Birla corporation limited (Cement division)** at Patna from 03 May 2009 to Sep-2012

**JOB PROFILE:**

- Compensation Planning - Wages & salary administration of executive & non executives. Analyze wage & salary report & date to determine completeive compensation plan. Design & implement benefit plans participation such as insurance, pension plan etc.
- Learning & Development - Designing the training plan, organizing training session & its feedback assessment. Ensure the security within premises. To deploy the right candidate in right time at right place. Co-ordinates management training in interviewing, hiring, terminations, promotions, performance review & safety.

- Generalist – Provide support to employees in various HR related topics such as leaves, compensation etc & resolve issues & problems. Gather & analyze data with useful HR metrics. Process, verify & maintaining documentation relating to HR activities such as staffing, training & performance evaluations. Maintain employee files & records in electronic & paper form.

**EDUCATIONAL QUALIFICATION:**

**B.COM**

**PROJECT & DISSERTATION:**

Summer training on Welfare Activities at Birla Corporation Ltd.  
Dissertation Training on Welfare Activities at Durgapur.

**PERSONAL PROFILE:**

I am an Indian born on 03-02-1976, as a person a little sentimental, extravagant, workholic. People won't question on my honesty & seniority.

**HOBBIES:**

Collect important articles from newspaper

**(SUSHIL KUMAR)**