

Amit Kumar Mishra

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Strengths:

Results-driven HR Leader with over 18 years of comprehensive experience across the entire Human Resources spectrum, including HR Strategy & Business Partnership, Workforce Planning, Talent Acquisition, Talent Management & Organizational Development, Compensation & Benefits, Payroll Management, Statutory Compliance & HR Operations, Performance Management (KRA/KPI), Employee Relations & Engagement, Learning & Development (L&D), and Leadership & Team Management. Proven track record of aligning HR strategies with business objectives, driving organizational growth, building high-performing teams, enhancing employee engagement, and ensuring operational excellence. Adept at partnering with senior leadership to develop and implement people strategies that improve productivity, strengthen organizational culture, and support sustainable business success.

Roles & Responsibilities:

HR Strategy & Business Partnership:

- ❖ Developed and executed HR strategies aligned with business objectives and organizational growth plans.
- ❖ Partnered with business leaders to provide workforce planning and strategic HR solutions.
- ❖ Drove organizational effectiveness through talent management, performance improvement, and employee engagement initiatives.
- ❖ Supported business expansion, restructuring, and change management projects to enhance operational efficiency.
- ❖ Collaborated with leadership teams to align people strategies with business priorities.
- ❖ Implemented HR policies and programs to improve productivity, retention, and overall workforce performance.
- ❖ Led strategic workforce planning, succession planning, and organizational development initiatives.
- ❖ Utilized HR analytics and MIS reporting to support data-driven decision-making and business growth.

Workforce Planning, Talent Acquisition, Talent Management & Organizational Development:

- ❖ Managed the end-to-end Talent Acquisition process, ensuring timely closure of positions across all functions and levels.
- ❖ Collaborated with business heads and stakeholders to forecast manpower requirements, workforce planning, and hiring projections.
- ❖ Conducted interviews in coordination with functional leaders, ensuring quality hiring within defined turnaround times (TAT).
- ❖ Prepared and updated job descriptions, KRAs, competency frameworks, and recruitment advertisements for various positions.
- ❖ Sourced and screened candidates through multiple channels, including job portals, social media platforms, employee referrals, headhunting, recruitment consultants, campus hiring, and other talent acquisition resources.
- ❖ Led campus recruitment drives, internship programs, and management trainee hiring initiatives to build a strong talent pipeline.
- ❖ Managed recruitment for on-roll and off-roll employees across entry-level, middle-management, and leadership positions.
- ❖ Conducted interview assessments and candidate evaluations in alignment with functional and organizational requirements.
- ❖ Handled salary negotiations, compensation fitment, and offer management as per organizational grades and compensation structures.

- ❖ Ensured timely issuance of offer letters, appointment letters, and other pre-employment documentation.
- ❖ Managed employee onboarding and joining formalities, ensuring a smooth candidate-to-employee transition.
- ❖ Maintained strong relationships with recruitment vendors, educational institutions, and external talent partners to support hiring objectives.
- ❖ Monitored recruitment metrics, hiring effectiveness, and candidate experience to drive continuous improvement in talent acquisition processes.

Compensation & Benefits:

- ❖ Design, review, and administer compensation structures, salary bands, pay grades, and compensation policies.
- ❖ Conduct salary benchmarking, market surveys, and compensation analysis to maintain competitive pay practices.
- ❖ Manage annual compensation reviews, salary increments, promotions, incentive plans, and variable pay programs.
- ❖ Prepare and evaluate compensation proposals for new hires, internal movements, promotions, and retention cases.
- ❖ Analyze compensation data, trends, and workforce costs, providing strategic recommendations to management.
- ❖ Oversee employee benefits programs including Medical Insurance, Group Personal Accident Insurance, ESIC, Provident Fund (PF), Gratuity, and other employee welfare initiatives.
- ❖ Liaise with insurance providers, TPAs, and external vendors for policy administration, renewals, and claim settlements.
- ❖ Ensure timely employee enrollment, modifications, nominations, and exits from benefit schemes.
- ❖ Monitor statutory compliance related to PF, ESIC, Gratuity, and employee benefit regulations.
- ❖ Address employee queries related to compensation, payroll impacts, insurance coverage, claims, and benefit programs.
- ❖ Drive process improvements, policy enhancements, and employee awareness initiatives related to compensation and benefits.
- ❖ Prepare compensation and benefits reports, dashboards, and MIS for leadership review and decision-making.

Payroll, Compliance & HR Operations:

- ❖ Manage end-to-end payroll processing ensuring accuracy, timeliness, and confidentiality.
- ❖ Verify attendance, leave records, overtime, incentives, reimbursements, and payroll inputs before salary processing.
- ❖ Ensure compliance with statutory regulations including PF, ESIC, Professional Tax, Labour Welfare Fund, Gratuity, Bonus, and TDS.
- ❖ Coordinate with payroll vendors and internal stakeholders for smooth payroll operations.
- ❖ Process Full & Final (F&F) settlements, salary revisions, arrears, and employee separation payments.
- ❖ Generate and review payroll reports, salary registers, bank transfer statements, and MIS reports.
- ❖ Ensure timely deposit and filing of statutory returns related to PF, ESIC, PT, LWF, and Income Tax.
- ❖ Manage payroll audits and support internal, statutory, and compliance audits.
- ❖ Handle employee queries related to salary, deductions, tax declarations, reimbursements, and statutory benefits.
- ❖ Maintain payroll records, employee master data, and statutory documentation with accuracy.
- ❖ Monitor compliance with labour laws, employment regulations, and company policies.
- ❖ Coordinate inspections and maintain records required under various labour legislations.
- ❖ Prepare monthly and annual compliance reports for management review.
- ❖ Ensure adherence to payroll controls, data security, and confidentiality standards.
- ❖ Support implementation and enhancement of payroll systems (Zing HR, People Strong and Zoho People), processes, and automation initiatives.

KRA, KPI & Performance Management:

1. Key Result Areas (KRA) Management

- ❖ Develop and implement KRA frameworks aligned with business objectives.
- ❖ Define KRAs for all functions and levels in consultation with department heads.
- ❖ Ensure KRAs are measurable, achievable, and aligned with organizational goals.
- ❖ Review and update KRAs periodically based on business requirements.
- ❖ Drive accountability and performance ownership across the organization.

2. Key Performance Indicators (KPI) Management

- ❖ Design and monitor department-wise and individual KPIs.
- ❖ Establish performance measurement standards and benchmarks.
- ❖ Track KPI achievement through monthly and quarterly reviews.
- ❖ Analyze performance data and provide actionable insights to management.
- ❖ Ensure KPI alignment with productivity, quality, cost, and business growth objectives.

3. Performance Management System (PMS)

- ❖ Design, implement, and manage the organization's Performance Management System.
- ❖ Drive annual, half-yearly, and quarterly performance appraisal cycles.
- ❖ Coordinate goal setting, mid-year reviews, and final performance evaluations.
- ❖ Facilitate calibration discussions to ensure fair and consistent performance ratings.
- ❖ Monitor completion of appraisal processes within defined timelines.

Policy Formulation & HR Governance:

- ❖ Develop, review, and implement HR policies, procedures, and employee handbooks in line with organizational objectives and legal requirements.
- ❖ Establish HR governance frameworks to ensure consistency, transparency, and compliance across the organization.
- ❖ Ensure adherence to labor laws, statutory regulations, and corporate governance standards.
- ❖ Regularly update HR policies to reflect changes in business needs, legislation, and industry best practices.
- ❖ Drive policy communication and awareness programs to ensure employee understanding and compliance.
- ❖ Monitor policy implementation through audits, reviews, and corrective action plans.
- ❖ Advise management on HR risks, compliance matters, and governance-related issues.
- ❖ Maintain proper documentation, records, and policy repositories for effective HR administration.
- ❖ Lead internal and external HR compliance audits and ensure timely closure of observations.
- ❖ Promote ethical workplace practices and foster a culture of accountability and integrity.

Employee Relations & Engagement:

- ❖ Foster positive employee relations and maintain a healthy work environment.
- ❖ Act as a point of contact for employee grievances, concerns, and conflict resolution.
- ❖ Conduct employee counseling sessions and provide guidance on workplace issues.
- ❖ Ensure fair and consistent implementation of HR policies and procedures.
- ❖ Promote employee engagement through various initiatives, events, and recognition programs.
- ❖ Conduct employee satisfaction surveys and recommend improvement actions.
- ❖ Organize employee communication forums, town halls, and feedback sessions.
- ❖ Drive employee wellness, reward & recognition, and retention programs.
- ❖ Support managers in handling disciplinary matters and performance-related issues.
- ❖ Ensure compliance with company values, code of conduct, and workplace ethics.
- ❖ Manage exit interviews, analyze attrition trends, and recommend retention strategies.
- ❖ Build a positive organizational culture that enhances employee morale and productivity.

Learning & Development (L&D):

- ❖ Develop and implement Learning & Development strategies aligned with business objectives.
- ❖ Identify training needs through Training Need Analysis (TNA) and competency assessments.
- ❖ Design and execute annual training calendars for employees across all levels.
- ❖ Coordinate technical, behavioral, leadership, and functional training programs.
- ❖ Manage employee onboarding and induction training programs.

- ❖ *Partner with external trainers, consultants, and training vendors.*
- ❖ *Develop succession planning and leadership development initiatives.*
- ❖ *Monitor and evaluate training effectiveness through feedback, assessments, and performance improvements.*
- ❖ *Drive employee skill enhancement, career development, and continuous learning culture.*
- ❖ *Maintain training records, certifications, and learning compliance requirements.*
- ❖ *Implement Learning Management Systems (LMS) and digital learning initiatives.*
- ❖ *Support organizational development and capability-building programs.*

Leadership & Team Management:

- ❖ *Lead, mentor, and develop the HR team to achieve organizational and departmental objectives.*
- ❖ *Establish clear goals, KRAs, KPIs, and performance expectations for team members.*
- ❖ *Drive a culture of accountability, collaboration, innovation, and continuous improvement.*
- ❖ *Provide coaching and guidance to HR team members for professional development.*
- ❖ *Ensure effective workforce planning, resource allocation, and succession planning within the HR function.*
- ❖ *Conduct regular performance reviews and provide constructive feedback.*
- ❖ *Foster cross-functional collaboration with business leaders and stakeholders.*
- ❖ *Lead change management initiatives and support organizational transformation programs.*
- ❖ *Build a high-performing, employee-centric HR function aligned with business goals.*
- ❖ *Ensure timely delivery of all HR services while maintaining quality and compliance standards.*
- ❖ *Develop future HR leaders through mentoring and capability-building initiatives.*
- ❖ *Drive strategic decision-making through data-driven HR insights and analytics.*

Professional Achievements:

- ❖ *Successfully implemented and streamlined end-to-end HR processes through Zoho HRMS, covering Payroll, Talent Acquisition, Learning & Development, Onboarding, ESIC, PF, Professional Tax (PT), Gratuity, Maharashtra Labour Welfare Fund (MLWF), Mediclaim Administration, and TDS management.*
- ❖ *Earned three promotions within three years at Aditya Birla Capital due to consistent high performance, progressing through the roles of:*
 - *Manager – HR Business Partner (West)*
 - *Lead – Talent Acquisition (West & East)*
 - *Senior Manager – HRBP & Talent Acquisition (West, North & East)*
- ❖ *Played a key role in setting up and scaling three new business verticals at Aditya Birla Capital:*
 - *Direct-to-Consumer (D2C) – Personal Loan & Business Loan (PL&BL)*
 - *Micro LAP (Loan Against Property)*
 - *Corporate Cards.*
- ❖ *Received the Star of the Moment Award at SBFC Finance for outstanding contribution in executing large-scale, Pan-India recruitment for the Debt Management business.*
- ❖ *Honored with the Emerging Star Award at SBFC Finance for exceptional performance and successful business hiring initiatives.*

Experience Summary:

COMPANY NAME : PARÉ Innovations Pvt Ltd.
DESIGNATION : Head-HR Business Partner, Talent Acquisition and HR Operations.
DURATION : From Nov 2025 to till date

About Company:

Pare Innovations – Building Materials & Architectural Solutions Company specializing in innovative wall, ceiling, façade, and soffit panel systems. Headquartered in Mumbai with manufacturing operations in Gujarat, serving residential, commercial, and infrastructure projects across India through advanced European technology and design-driven solutions.

Previous Organization:

COMPANY NAME : Aditya Birla Capital.
DESIGNATION : Senior Manager Talent Acquisition, HR Business Partner & BE.
DURATION : From Nov 2022 to Nov 2025

About Company:

Aditya Birla Capital Limited (ABCL) – The financial services arm of the Aditya Birla Group, offering diversified solutions across lending, insurance, asset management, wealth management, and investments. With AUM exceeding ₹3,706 billion and a customer base of over 35 million, ABCL is among India's leading integrated financial services organizations.

Previous Organization:

COMPANY NAME : SBFC Finance Ltd.
DESIGNATION : Regional Head HR Business Partner & Talent Acquisition.
DURATION : From May 2018 to Oct 2022

About Company:

SBFC Finance Limited – A Mumbai-based NBFC focused on providing credit solutions to small businesses and retail customers across India. Established in 2017, the company offers business loans, loans against property, and consumer lending products through a growing branch network and technology-enabled operations, driving financial inclusion and business growth.

Previous Organization:

COMPANY NAME : Creative Lifestyles Pvt Ltd.
DESIGNATION : Manager-HR.
DURATION : From Oct 2016 to April 2018.

About Company:

Creative Lifestyles Pvt. Ltd. – A leading Indian fashion and apparel company known for brands such as **109°F**, **Fusion Beats**, and **Oxygen**. The organization has built a strong domestic and international presence across multiple countries, delivering contemporary fashion products and lifestyle solutions to a diverse customer base.

Previous Organization:

COMPANY NAME : Beekalene Fabrics Pvt Ltd.
DESIGNATION : Manager-HR.
DURATION : From Dec 2012 to Sep 2016.

About Company:

Beekalene Fabrics – A leading home furnishing textile manufacturer with over 43 years of industry experience, specializing in premium fabrics for domestic and international markets. The company serves customers across 25+ countries and is recognized for its innovative designs, customized solutions, strong manufacturing capabilities, and participation in major global textile exhibitions.

Previous Organization:

COMPANY NAME : Laurent and Benon Group.
DESIGNATION : Manager-HR.
DURATION : From Feb 2009 to Nov 2012.

About Company:

Laurent & Benon Group – A diversified business group with operations across Hospitality, Real Estate, Aviation, and Shipping Solutions. Known for its innovation-driven approach and commitment to customer excellence, the organization focuses on delivering high-quality services while maintaining strong client relationships and sustainable business growth.

Previous Organization:

COMPANY NAME : Outsource Process Company.
DESIGNATION : Operation Manager.
DURATION : From July 2004 to Jan 2009.

About Company:

Company – A leading executive search and HR consulting firm recognized among India's top recruitment companies, providing Talent Acquisition, Executive Search, Workforce Management, and end-to-end HR solutions to Fortune 500 and leading organizations across IT, BFSI, Pharmaceuticals, FMCG, Telecom, Retail, Consumer Goods, and Manufacturing sectors.

Educational Qualification:

- ❖ P.G.D.M in Human Resource (I.R.P.M) from Rajendra Prasad Institute of Communication & Management Mumbai in the year 2004.
- ❖ B.COM from Calcutta University in the year 2003.
- ❖ H.S.C from West Bengal Board in the year 1999.
- ❖ S.S.C from West Bengal Board in the year 1997.

Computer Skills:

- ❖ MS Office, MS Word Excel, PowerPoint Presentation Vlookup, Hlookup & Pivot Table,

Achievements:

- ❖ Cricket and Football played at State Level.
- ❖ Best Sportsmen during my School & College days.

Personal Details:

Date of Birth : 5th June 1979.
Marital Status : Married.
Languages Known : English, Hindi, Bengali, Marathi & Gujarati.
Nationality : Indian.
Hobbies : Reading Books, Traveling & Listening Music.
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Sector-9 Charkop,
Kandivali-(West),
Mumbai-400 067.

Declaration:

I hereby declare that the above furnished details are authentic to the best of my knowledge.

Place: Mumbai

Date:

(Signature)