

CONTACT

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Navi Mumbai, MH

16.02 Years

KEY SKILLS

- Human Resource Management
- HR Coordination
- HR Policy
- Talent Acquisition
- Company Affairs
- Corporate Affairs
- Payroll
- P MS Management
- Salary Processing
- Labour Law
- Statutory Compliance
- MIS Preparation
- Industrial Relation
- Union Management
- Government Relation
- Land Acquisition
- Liaison
- Building Construction
- Facility Manager

HARD SKILLS

- Core Integra
- SAP, ERP
- WMS
- Tally
- M S Office

PROFILE SUMMARY

Seeking a Job opportunity in the field of HR/IR/Admin./Lisining Management with a leading organization where every new day comes as a challenge with an opportunity to prove one self and want to become asset to the organization showing my capabilities & responsibilities.

PERTAINT INFORMATION:

- Ability to interact effectively and patiently.
- Good team player with strong initiative and ability to learn quickly.
- Willingness to work hard and strength for purpose.

PROFESSIONAL EXPERIENCE

Deputy Manager – Head Admin.

Avener Capital Pvt. Ltd. | 10 Feb 2026 – Present

Corporate office: E-312-A, L&T Tower-2, Nexus Mall, Seawoods,
Navi Mumbai – 400706

Deputy Manager – IR/Admin.

Capacite Infraprojects Ltd. | 11 Nov. 2025 – 09 Feb 2026

Client Name: IIT Bombay, Powai. MH

Project: Fast Track Building, Powai, Maharashtra

Associate Manager – HR/IR

Megha Engineering & Infrastructure Ltd. | 17 Sep. 2024 – 07 Nov. 2025

Client Name: MMRDA – TCE / HILL INTERNATIONAL

Project: Thane - Borivali Twin Tunnel Projects. Thane, Maharashtra.

Senior Officer – HR

Tata Projects Ltd. | 08 Jun 2022 - 16 Sep. 2024

Client Name: 1. Central Vista & Sir Ganga Ram Hospital - New Delhi

Project: Hospital Building Project (Transfer to Mumbai site)

Client Name: 2. MHADA

Project: Redevelopment BDD Chawl, Worli Mumbai

Liaison Officer

Patel Engineering Ltd. | 15 Oct. 2020 – 07 Jun 2022

Client Name: Water Resource Department, Narsingharh, MP.

Project: Pārhati Major Projects, Dam & Water Irrigation Project.site)

EDUCATION

MBA – National Institute of Management, MP.
LSF | 2011

B.Sc – Baba Bhemrao Ambedkar University, Muzaffarpur
BMD | 2008

12th – Bihar Intermédiate Council Patna
BMD | 2003

10th – Bihar School Examination Board, Patna
GNSHS | 2001

PERSONAL PROFILE

Father's Name : Ravindra Nath Singh
Date of Birth : 31st Dec.1985
Sex : Male
Nationality : Indian
Religion : Hindu
Marital Status : Married

PERMANENT ADDRESS

Vill – Gaushpur West
Post – Gaushpur Barityarpur
P.S- Rajapakar
Dist. –Vaishali
State- Bihar
Pin Code - 844115

LANGUAGES

Hindi:

English:

Bengali:

INTERESTS

- Innovation and Technology
- Mentorship
- Hiking

Sr. Executive –Liasioning/HR/Admin.

Max Infra (I) Ltd. | 20 May 2019 – 30 Sep 2020
Client Name: Rail Vikash Nigam Limited, Bhopal, MP.
Project: 05 Tunnels, BKA-BNI, 3rd Line Projects

IR Officer

Larsen & Toubro Ltd. | 12 Oct 2018 – 18 May 2019
Client Name: Narmada Development Dn. No. 08, Khargone, MP.
Project: Narmada Kshipra Multipurpose Project, Water Irrigation Project.

HR/Admin. - Executive

Paharpur Cooling Towers Ltd. | 01 Nov 2010 – 06 Jul 2018

Projects Details: -

(I) Client Name: India bulls Realtech Ltd, Nashik, MH.
Project: Construction of IDCT for 5x270MW,
Thermal Power Plant, Sinnar, Nashik, MH
Period : Nov - 2010 to Nov –2012 (Transfer to Sagardihi site).

(II) Client Name: WBPDC, Sagardihi Thermal Power Projects, Murshidabad, WB. .
Project: Construction of NDCT for 5x500MW,
Thermal Power Projects, Sagardihi, MSD, WB
Period : Dec - 2012 to Aug 2013 (Transfer to Jhabua site)

(III)Client Name: Jhabua Power Ltd, Avantha Group, Seoni, MP
Project: Construction of Chimney & IDCT for 2x600MW,
Thermal Power Projects, Barela, Seoni, MP
Period : Sep - 2013 to Dec-2016 (Transfer to Nariyara site)

(IV)Client Name: SEPCO, KMPCL, Nariyara, CG.
Project: Construction of IDCT for 6x600 MW,
Thermal Power Projects, Nariyara, CG.
Period : Jan - 2017 to Jan -2018 (Transfer to Ramagunda site)

(V)Client Name: TPL, NTPC, Ramagundam, Telangana.
Project : Construction of IDCT for 2x800MW,
Super Thermal Power Projects, Ramagundam, TS.
Period: Feb - 2018 to 06 Jul –2018

HR - Executive

Java Internet Pvt. Ltd. | 05 Sep 2009 – 31 Oct 2010
Patna, Bihar.

Job Profile: Activities include in the field of HR/IR/Admin./ Liaison Management are as follows:

- **Human Resource Department:** - Employee relations, Benefits management, HR Policy and Statutory compliance within the healthcare industry Bridge management by addressing demands, grievances or other issues. Talent Acquisition: Blue & White collar Hiring, Managing Organization Charts, HR Budget, Manpower Planning Sourcing of CV, Conducting Interviews, PMS, Exit Interviews, Appointments & Employee Induction, Employee onboarding, Contractos billing. To manage contract labour by ensuring certified contracts and timely renewal of annual contracts, labour licence and complying with the Contract Labour Act.

- All Activity for HR Clearance, Labour Commissioner, PF Commissioner Office, Client Monthly Report, Half Year Return, Yearly Return, Worker Bonus, Worker Attendance, Worker Payment, & Worker Issue. Responsible for all statutory compliance pertaining to project sites including obtaining necessary license. Timely compliance of all statutory requirements.
- **All Activity Industrial Relations & Compliances:** Managing Employee Grievances and Ensure 100% Compliances under various labour laws. Efficient Administration of contract labour at the site. Liaison with authorities for all labour, municipal & other statutory requirements for construction related matters. Labour Camp management. Site Grievance handling & redressal management. Responsible for contract labour welfare activities at site.
- **All Activity Liaison With Govt. Department:**
Local Administration, Police Station, Union, Leader (Dada), Labour Commissioner Office (Labour Officer, Labour Inspector) Query Handling/ Resolution of Grievance. Will co-ordinate and interact with Union Unit Committee & various other committees for smooth functioning to ensure industrial peace. Timely all Department Permission & Clearance. Land Acquisition Clearance: - Land Surveyor, Collector Office, Revenue Dept., Patwari, Collect Land Paper & Map, Public Hiring, etc. Identification of relevant land parcels suitable for setting up of projects. Site survey of land and clearance from revenue authorities, Compliance with all processes and meeting audit requirements. Inter department coordination. Assessment of site requirements for land procurement obtaining of all land records pertaining to private land Resolve the ROW issues at site and secure smooth execution of project. Conduct the land surveys and secure the possession of the land acquired. Deal with legal cases arising out of land, revenue & forest matters. Maintain all land, lease and forest related records/documents in digital mode for faster retrieval as and when required, Forest Dept. Clearance: - CCF Office, DFO, Ranger Office, Land Acquisition, Mine, Wildlife Dept. Clearance, Environment Dept. Clearance.
- **All Activity Administration:-** Project Event: Carry out Project Event Activities. General Administration, Covid 19 Guideline, Managing Housekeeping, Staff Guest Houses, Security, Canteen Services, Couriers, Stationary, Travel & Ticketing, Transport, Vendor billing etc.

DECLARATION: -

I do hereby declare that the above mentioned statements are true to the best of my knowledge and belief, and if necessary can be supported by relevant documents.

Place: Navi Mumbai, Maharashtra

Date: 19-05-2026

Sunil Kumar Singh