


Aman Sharma

HR/IR/ADMIN | Mobile: 7277154478 | amanbro470@gmail.com | Navi Mumbai

Profile Summary

	Position applied for	Manager / Assistant Manager – HR, IR & Admin /Senior HRBP
	Total Experience	06 Year 4 Month
	Qualification	PGDM (Post Graduate Diploma in Management) - HR
Skill Set	Recruitment On Boarding Activities Payroll Management HRMS MIS Reward and Recognition Formalities Performance Management System Performance Improvement Program	
• HR		
• IR	Contract Labour Management Statutory Compliance Disciplinary Action Labour Laws HR Operations Policy Formulation	
• Admin	Travel Desk Event Management Vendor Management Employee Engagements.	
Industry Worked	Manufacturing/ Corporate / Printing / Food delivery & Process/ Port & Logistics	
Career Objective	To enable organizations to achieve their objective through various people initiatives	

Career Highlights

Business HR:-

- Proactively Formed Policies as per the Business needs / amendments as per Labour laws
- Efficiently handled hiring/recruitment at all levels – Junior Officer to Senior Positions (leadership hiring, sales and field force, Bulk recruitment)
- Designed and executed Induction program for smooth integration of high caliber.
- Hands on experience in general HR activities like life cycle management, HR Operations, PMS, performance improvement program (PIP), employee grievance Handling and employee engagement activities, Exit Formalities
- Coordinated for conducting Talent Development Program (ATDP) for identifying top performers for promotion and development.

HR Automation Projects: -

- Successfully implemented HR automation project of Vendor Compliance System
- Biometric System Attendance Integration project of Contact workforce
- Workday software for HR Process Automation- Attendance. Leave Application, Pay slips, Notices/Announcement
- Email approval Process automation
- Monitoring Compliances of all Factories and Branches through Establishment Compliances software.

Learning & Development: -

- Various training arrangement for critical workers, Union members & Contract workers
- Awareness programs for HR members on Statutory compliances
- Workshop for HR members on Contract Labour Management
- TNI and documentation as per ISO norms

Statutory Compliance: -

- Expert in handling Statutory Compliance for plant.
- Expert in Factory Compliance and conducting Labour Contractor Audits
- Good understanding and working experience of employment laws/ Labour laws of various states relating to Factories Act, standing order, Minimum wages, Bonus, Contract Labour act, PF, Industrial Dispute, Shops & Establishment, Sales promotion employees, Prevention of Sexual Harassment, Maternity Benefit and Factories act etc

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- Ensured Social audit Compliance at factory as per norms of reputed organization such as SMETA (Sedex), IMS, ISO and also conducting social audit at Supplier/ Vendor places across India.
- Providing support to Branches for Liaisoning with Govt. Authorities for various Registrations under labour laws.

Contract Labour Management: -

- Having meeting with contractors for all statutory compliance and also knowledge sharing on CLRA updates.
- Conducting contractors audit like checking PF, ESIC, PT Challans, LWF, Various Returns, and Registers, Bonus, Gratuity.
- Assisting Client and contractors regarding CLRA RC renewal and amendment.
- Helping them to prepare warning, show cause letters to contract labour for any misconduct.

Other Projects Handled: -

- Apprentices Administration Process Outsourcing
- NEEM Administration Process Outsourcing
- Labour Contractor Transition Project
- Voluntarily taken additional responsibility of handling legal matter of other plants.
- Actively contributed in purchase of HRMS software
- Worked on Change management and Transformation project pertaining to Unionized employees.

Industrial Relations: -

- Successfully ensured Employee Grievance Redressal through various methods such as skip meetings, one-to-one meeting.
- Supported the business unit on employee relations matters such as Disciplinary action, and low performance to ensure their effective management.
- Discussing cases with Legal advisers/advocates for legal HR cases and make decisions for further strategy.
- Issuing various certificates, letters, answering general policy related queries of the Employees.
- Responsible for all the claims through Mediclaim of Employees.
- Liaising with Labour Department, Factory Department, PF & ESIC authorities and related government officials.
- Handle the documentation & follow up with the labor consultant as & when required.
- Maintaining healthy employee-management relations in the organization, by encouraging workers to voice their opinions on common platforms and promoting employee involvement in improvement activities.
- Ideated and launched vital platforms to handle grievances: HR help desk to resolve the day-to-day issues which have significantly enabled HR build trust with Workmen associates.
- Counseling/ grievance handling of the employees to maintain a healthy work environment and facilitating Employee Satisfaction & community development activities.

Work Experience

Sr.	Company Name	Details about the Company	Designation	Period
1	Polaris Logistics Park Pvt. Ltd.	Logistics warehousing, Container Fright Station	Assistant Manager – HR, IR and Administration (Reporting to Head HR, IR and Administration)	Feb 25 – till Date
2	Huhtamaki India Limited	Flexible Packaging Gravure Cylinders. approximate 200 Workers	HR & Administration Specialist (Reporting to Cluster HR)	Dec 2019 to Jan 25
3	Zomato India Private Limited	Zomato is an Indian multinational restaurant aggregator and food delivery company	Executive -Logistics (Reports to Site HR)	From Jun 2018 to Dec 2019

Academic Credentials:

- PGDM in Human Resources from Jain Institute of Management, Jamshedpur 2016 -2018
- BBA from Thiruvalluvar University Vellore in 2013 - 2016.
- Senior Secondary in Commerce from Motilal Nehru Public School, Jamshedpur.

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- Matriculation from Motilal Nehru Public School, Jamshedpur. .

Languages Fluency (Read, Write & Speak) – English, Hindi & Marathi

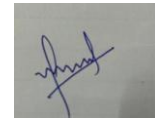
IT Skills

Oracle, Internet, Office 365, SAP, Workline,

Other Details:

Date of Birth	January 24, 1994
Location	B 3/8 Navjeevan Complex, Baridih, Jamshedpur, Jharkhand - 831017
Notice Period	45 days (Can be negotiated)
Family Details	Mother – Homemaker, Sister – Working as IT Engineer, Grandmother – Homemaker

Yours faithfully,



(Aman Sharma)