

ATUL KUMAR SHUKLA
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Objective:

Always do the exclusive work for my field and commit myself towards the accomplishment of goals of the organization by using skills with full candor and fidelity.

Academic Qualification:

- **BBA with 65% from Manipal University Jhansi in2004.**
- **Intermediate with 67% from U.P.Boardin2001.**
- **Matriculationwith49.83%fromU.P.Boardin1998.**

Working Experiences:

- **Currently working with Ajay industrial corporation ltd as Asst. manager HR from Jan, 2022 to till date**
- **UKB Electronics PVT. LTD. Noida, Designated as Plant HR Executive from1stJune2019 to Dec 21 with the overall responsibility of HR, handling 1000 contractual manpower i.e. payroll, statutory compliance, training and development and generalist profile.**

Main duties performed:

1. Maintaining healthy relations between the factory management and workers
2. Act as alias on officer between the management and workers
3. Regulation of working hours, medical care, compensation for injuries and sickness and other welfare and social benefit measures.
4. Responsible for social and recreational facilities
5. Training and Development
6. Payroll Management, Salary and Wages (SAP & Nitso Software).
7. Time Office Management (Saviour Software).
8. RNR Activities, Birthday Celebrations.
9. Induction program me & amp; new joining formalities
10. Full & amp; Final Settlement
11. Statuary Compliance
12. Effectively handling social & amp; security compliances of major buyers i.e. Samsung, Haier and Panasonic.
13. Maintain various kinds of factory act register i.e. Wages Payment Register, Register of accident and dangerous Occurrence, Register of advance, Register of Deduction for damage and loss.
14. Daily Manpower reports to concern department, Daily mail to all dHOD' sand top management of MIS report this is including Over time of worker.
15. Daily mail of Worker to concern department and staff late coming report.

DONGJIN ELECTRONICS PVT LTD as HR Executive from January 2017 to APRIL 2019.

Main duties performed:

RECRUITMENT:-

- 1- Coordination with all Departments at Noida Location and understanding their requirements, defining job positions, for Dongjin electronics Pvt. Ltd Noida.
- 2- Resourcing, Screening and short listing resumes through Naukri.com Portal or else internal references, head hunting and short-listing resumes. Meeting candidates for personal interviews.
- 3- Coordinating for 1st round & closing open position after salary negotiations.
- 4- Preparing & releasing offer letter.

ONBOARDING FORMALITIES:-

- 1- Doing joining formalities—document collection & verification.
- 2- Welcome & Team Introduction
- 3- Punching of New Joiners in SAVOIR Machine.
- 4- Make Employee Master of New Joiners in ERP for Salary Process.
- 5- Doing induction about company policies & work culture & SOP's.
- 6- Prepare Inter Office Memo & Duly Signed by HRM & HOD's of New Joiners.
- 7- Preparing & releasing Appointment letter.
- 8- Maintain New Joiners Register & Signed by HRM HOD's & CEO Sir
- 9- Maintain Manual Attendance Register and Mark Present for New Joiner.
- 10- Prepare Experience letters.
- 11- Prepare Training letters for Apprentice.

TRAINING & DEVELOPMENT:-

- 1 Preparing various training for (Dongjin electronics Pvt India Ltd.) & development formats.
- 2 Identification of training needs and nominating candidates for training.
- 3 Scheduling and arranging training L1, L2 & L3.
- 4 Creation of MS-PIN (DMS Software) for New Joiners.

EMPLOYEE ENGAGEMENT:-

- 1 Celebrations—Employee birthday celebrations monthly.
- 2 Effectively managing welfare measures, management - employee get-together & parties.
- 3 Celebrations of employee Safety day, Labour Day and Women's day.

COMPLIANCE:-

- 1 PF & ESIC registration for new Joiners.
- 2 PF withdraw of Left Employee.
- 3 Mark Exit to employee (DOL) in PF Portal
- 4 KYC of Employees
- 5 Prepare PF and ESIC Sheet and forward to consultant

LABOURWELFAREACTIVITIES:-

- 1 Clean lines of the factory premises
- 2 Ensuring first-aid boxes with medicines & other equipment.
- 3 Drinking Water–Latrines and Urinals –Spittoons.

ADMINISTRATIVEWORK:-

- 1 Uniform distribution.
- 2 Identity Card.
- 3 Stationary Distribution and keeping record.
- 4 Visiting Card
- 5 Check Vendors Bills
- 6 Check Security Bills

PAYROLL:-

- 1 Prepare Salary sheet of Apprentice on Excel
- 2 Worker Salary sheet on ERPsoftwarefor6000 roll employees entire 6 locations.

OTHERS:-

- 1 Maintaining employee's personal files and records, communicating HR policies & across The organization at all levels.
- 2 Fill Bottom Counseling Sheet by DSE, TL & HOD & Finally Signed by HRM & Mail.
- 3 Prepare RNR sheet for (Target Vs. Achievement Sheet).
- 4 Present the employees perform and reporting front of HR manager & HOD's.
- 5 Track the daily attendance of the employees.
- 6 Assist the HR manager in planning of Organizational recruitment.
- 7 Daily Mail of Attendance of all Locations.
- 8 Prepare of MIS for Vacant Positions, Trainings and Required Manpower for Upcoming month.
- 9 Prepare Budgeting Manpower Sheet Weekly.

Strength:

- Like to interact with people and hard worker.
- Ability to work under pressure and yet quality work on time.
- Honest, Sincere with high level of Integrity.
- Flexible and Quick o Learner
- Positive attitude
- Strictness and dedicated towards the work.
- Self-motivated and go-getter.
- Hard working & Smart working.

PERSONALPROFILE:

Father's name : Late Ram Kishore Shukla
Date of birth : 10th December1982
Nationality : Indian
Language Known: Hindi, English, Odia
Marital Status : Married

Date :

Place :

ATUL KUMAR SHUKLA