

Seasoned HR professional with 5+ years' experience, blending military discipline with corporate acumen. Actively seeking a challenging role in a growth-oriented industry, offering advanced leadership, team-building, and expertise in key HR functions: Talent Acquisition, Payroll, Training & Development, SOP & Compliance Management, General Administration, and Industrial Relations. Proven track record in seamless project delivery, exceptional organizational skills, and strategic thinking. Recognized for fostering positive workplace culture and optimizing departmental operations. Results-driven, proactive, and focused on continuous operational improvement.

## Alma mater / Academics

### MBA: Human Resources

*Sikkim Manipal University - Sikkim*

- 6.8 GPA/CGPA
- Bachelor of Arts - Literature

## Work History

2021-07 -  
2022-11

### HR & Admin Assistant Manager

*Alembic Pharmaceuticals Ltd.*

- Led entire recruitment process including sourcing strategy; interviewing; reference checking; rolling out offers to applicants; managing and delivering induction training for the new hires.
- Controlled day-to-day HR and Administration processes, including Compensation & Benefits, Talent Acquisition, and Performance Management
- Vigilantly monitored HR budget, employing strategic measures to mitigate spending without compromising operational efficiency.
- Creating and transmitting precise & concise monthly MIS reports of departmental activities to the Top Management.
- Played crucial role in internal and external audits, ensuring compliance with industry regulations and cGMP norms.
- Implemented and maintained HR policies and procedures aligned with effective HR practices for pharmaceutical industry
- Conducted training sessions on HR policies, safety protocols, and relevant topics for employees
- Oversaw performance management processes, including goal setting, appraisals, and development plans.
- Overseeing all procurement activities and issuing important purchase orders, contract agreements, verification of invoices as well as bills.

2020-12 -  
2021-07

### HR & Admin Senior Executive

*Sun Pharma Laboratories Ltd.*

- Defined Human Resource metrics and future manpower forecasts, aligning with company's business strategy
- Managed company chart and supported inventory accounts, ensuring efficient resource allocation
- Liaised with government departments, leading preparation and rollout of security SOPs
- Drove classification programs for vendors, maintaining healthy working relationships
- Administered agreements and developed initiatives for enhanced enterprise efficiency.

2017-12 -  
2020-12

### HR & Admin Executive

*Zydus Healthcare Ltd.*

- Spearheaded Talent Acquisition efforts, streamlining recruitment process, conducting initial screenings, and coordinating interviews



**Pawan Kumar**  
HR

## Contact

### Address

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### Phone

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## Skills

Payroll Management  
Talent Acquisition  
Employee & Labor Relations  
Leadership & Team Motivation  
Statutory & Audit Compliance  
Performance Management  
Training & Development  
Compensation and Benefits  
Budget Management  
SAP HCM, CMS, & ARS WIN  
Advanced MS Office Suite

## Languages

English  
Hindi  
Nepali  
Bengali

- Creating and transmitting precise & concise monthly MIS reports of departmental activities to the Top Management.
- Assisted in HR program development and implementation, focusing on employee engagement and records management.
- Oversaw examination and issuance of employment contracts, appointment letters, and terminations
- Managed administration and government-related documents, ensuring compliance with statutory regulations
- Inspected employee facilities, maintaining sanitation, hygiene, and safety/security standards
- Efficiently handled Payroll Management and Processing, collaborating closely with finance and outsourced vendors.

2001-03 -  
2017-02

### **Non-Commissioned Officer**

*Indian Army, Air Defence*

- Demonstrated exemplary service and inspiring leadership during distinguished 16-year military career.

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## **Accomplishments**

- Led recruitment efforts, ensuring timely key role placements and enhancing team capabilities.
- Orchestrated impactful employee engagement initiatives, fostering a positive workplace culture.
- Excelled in external audits (WHO, DELOITTE & E&Y) with a flawless record, showcasing commitment to compliance.
- Led an 8-member HR team, overseeing payroll and providing effective leadership.
- Streamlined HR expenditures by 15% through strategic hiring and market reviews, showcasing financial acumen.

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## **Personal Dossier**

- Date of Birth: 13/02/82
- Gender: Male
- Marital Status: Married
- Hobbies: Avid reader, Music enthusiast, Travel connoisseur, and Game aficionado.

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## **References**

Will be more than happy to furnish on request.