

CURRICULUM VITAE

Sk. Samad

Asst. Manager - HR & Admin

Ph No: +91-7702460858

Mail Id:

samad.seps@gmail.com

DOB: 19 JUL 1987

Languages known: English,
Hindi, Telugu & Tamil

Educational Qualification:

1. 10th from State Board.
2. 10+2 from State Board
3. B. Sc. from SV University
4. MBA (HRM) from JNTU

OBJECTIVE

Seeking for a position to utilize my skills and abilities in this field on behalf of my educational career that lends a hand in the professional growth of my future in acquiring new heights.

EXECUTIVE SUMMARY

Accomplished manpower management with experience in operating pharmaceutical plant's technical, security, and other departments.

KEY FUNCTIONAL AREAS

- HR Manager/ Executive
- Talent Acquisition
- Payroll Management
- Industrial Relations
- Employee Welfare activities
- Liaison with customers and Govt. Officials
- Social Audits.

I.T. SKILLS

- MS Office
- SAP
- Lower Grade Typewriting in English
- OS Windows, MS Office
- Excellence in: Windows, MS Office.
- social media: Outlook express and well versed in Internet.

STRENGTH

- Adaptable to any kind of work.
- Can work either in team or individual basis.
- Accepting challenging environment.
- Maintain Employee Relations
- Innovative to learn new skills and technologies quickly.
- Good communication and coordination skills.



WORK EXPERIENCE:

- Organization : Virchow Biotech Pvt Ltd.
- Duration : Apr 2023 to till date
- Designation : Asst. Manager

- Organization : Shiv Engineering and Port Services Pvt Ltd.
- Duration : Dec 2020 to Mar 2023
- Designation : Sr. Executive

- Organization : Venkata Narayana Active Ingredients Private Limited
- Duration : Jan 2016 to Apr 2019.
- Designation : Executive

- Organization : SJ-CR Turnkey Contractor India Pvt Ltd
- Duration : Feb 2013 to Mar 2015.
- Designation : HR-Assistant.

RECRUITMENT:

- ✓ Responsible for end-to-end recruitment life cycle.
- ✓ Posting of Job vacancies in the Job portals and posting the flyers on social platforms.
- ✓ Sourcing, screening and shortlisting the profiles and scheduling interview to the shortlisted candidates.
- ✓ Organizing personal and telephonic interviews to the candidates.
- ✓ Negotiation with the selected candidate after verifying the documents submitted by the candidate.
- ✓ Issuing of the offer letters and regular follow-up with the candidates for tentative date of joining and premedical examination.
- ✓ Organizing Induction sessions to the onboarded candidates to induct them with new environment and make them aware about the company profile.
- ✓ Maintaining the recruitment track data for generating the MIS reports.
- ✓ Responsible for maintaining personal files of the employees.
- ✓ Issuing of the appointment letters, Confirmation letters to the employees.
- ✓ Coordinating with facilities and IT team for allocation for Desktop/Laptop and workstation.
- ✓ Issuing of warning letters and Termination letters.

TIME OFFICE:

- ✓ Responsible for maintaining employee data base in software.
- ✓ Timely updating attendance using the biometric access.
- ✓ Posting of leaves, C-off, OT of the employees.
- ✓ Clearing employee's grievances related to leaves, Pay slip, attendance.



- ✓ Long absent and late coming follow-up and issuing of notices to the concerned employees.
- ✓ Processing monthly attendance musters of the employees and trainees.
- ✓ Paid day's calculation for payroll processing.
- ✓ Preparing daily, Monthly, Weekly MIS reports as per the management requirements.

PAYROLL:

- ✓ Preparing accurate payroll inputs of the employees concerning salaries, Incentives, Increments and Deductions adhering to all statutory and company rules.
- ✓ Coordinate to ensure employee benefits (Food Coupons, Loans, Transportation etc.) are provided as per the policy and added into the payroll.
- ✓ Generating and activating the PF and ESI for the employees. Generating the challans after completion of the paysheet.
- ✓ Responsible for issuing of pay slips.
- ✓ Coordinating for Group insurance, medical coverage for the eligible employees
- ✓ Responsible for coordinating with the bank person to create salary accounts to the new joining.
- ✓ Responsible for issuing of ID cards to the new employees.
- ✓ Following up with the department heads for yearly performance appraisals and prepare increment letters.
- ✓ Generation of relieving letters after validating the relevant NOCs in coordination with Departments.
- ✓ Responsible for the exit formalities of the resigned employees and preparing the Full and Final statement of the respective employees.
- ✓ Supporting in the contractors' bills verification at the month end
- ✓ Preparing monthly budgets and provisions related to HR activities.
- ✓ Manpower Planning/ arrangement, Contract Employee deployment, &etc.
- ✓ Ensure overall security arrangements and its related works & issues.



- ✓ Maintenance of all registers as per the statutory.
- ✓ Preparing the Earned leave statement at the end of the year and preparing the EL encashment statement.
- ✓ Verification of the contractors bills periodically.
- ✓ Manage third party vendors for delivery of services as per SLAs, payments and issues.
- ✓ Handle licenses and abstracts related activities (renewals, notices, payments etc.) and coordinate with vendors and corporate HR as needed.

EMPLOYEE ENGAGEMENT ACTIVITIES:

- ✓ Regular interaction with employees and HODs to understand the grievance, build relationship and bridge the gap
- ✓ Ensuring the provision and proper maintenance of First Aid, washing & Drinking and other Welfare facilities in compliance with the statutory provision
- ✓ Resolving employees' grievances in a prompt manner.
- ✓ Addressing employee queries regarding the attendance, leaves, HR
- ✓ Solving the employees' concerns related to medical reimbursement, Medi-claim.

TRAINING AND DEVELOPMENT:

- ✓ Identifying the training needs by coordinating with the department heads and preparing the yearly, monthly training calendar.
- ✓ Coordinating and organizing the training sessions on cGMP, behavioral, functional trainings to the employees.
- ✓ Preparing the MIS reports on employee training feedback.
- ✓ Training coordination for the monthly trainings and yearly trainings.

GENERAL ADMINISTRATION:

- ✓ Coordinating for Administration facilities like food, transport & communication facilities and daily supervision of all site activities.
- ✓ Security Team monitor (Like Inward, Outward, records verify Etc.).
- ✓ Guests receiving and travel facilities arrangement.
- ✓ Monitoring and control housekeeping & gardening Casuals.
- ✓ Coordinating all transportation within the organization.
- ✓ Maintaining the cGMP records related to admin activities.
- ✓ Industrial relations:
 - Liaison with all Govt. officials (Insp of factories, Labour, PCB, Fire, Police, TSSPPDCL depts.)
 - Liaison with Local/ Village officials



Edit with WPS Office

COMPETENCIES:

- ✓ Self-confidence
- ✓ Time Management.
- ✓ Quick Learner & Team Player
- ✓ Quick Adaptability

- ✓ Solution Driven Thinking
- ✓ Hard work & Responsibility
- ✓ Negotiation Skills
- ✓ Patience towards any circumstances

DECLARATION:

I hereby declare that the above provided information is true to thebest of my knowledge.

Place:

Date:

(Sk. Samad)





Edit with WPS Office