COVER PAGE

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Application for the Position of HR Operation Senior Manager

Dear Hiring Manager,

With over a decade of expertise in Human Resource Management, I am excited to apply for the HR Managerial role at your esteemed organization. My career reflects a consistent track record of driving operational excellence, ensuring compliance, and fostering strong employee relationships.

Highlights of my professional journey include:

- **Successfully managing payroll and compliance for over 3,500 employees across PAN India locations.**
- **Implementing HRMS tools, leading to a 30% enhancement in process efficiency.**
- **Designing and executing employee engagement programs that improved retention rates.**

What sets me apart is my ability to seamlessly integrate HR strategies with business goals, ensuring both organizational growth and employee satisfaction. I am eager to bring my passion for human resource management, my technical acumen, and my commitment to excellence to your team.

I look forward to the opportunity to discuss how my skills and experience align with your organization's needs.

Thank you for considering my application.

Best Regards,
Naveen Kumar

Curriculum Vitae

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Professional Summary:

Dynamic and results-driven HR professional with over **10 years of progressive experience** in managing payroll, compliance, HR operations, and employee relations. Proven expertise in statutory compliance, payroll migration, HRMS implementation, and fostering positive industrial relations. Skilled in strategic planning, team leadership, and driving process efficiency. Seeking a leadership role in Human Resource Management to contribute to organizational success by aligning HR strategies with business objectives.

Core Competencies:

- **HR Operations & Generalist Activities**: Comprehensive experience in end-to-end HR processes, including hiring, payroll, compliance, and grievance management.
- **Statutory Compliance**: Expertise in EPF, ESI, P Tax, LWF, WC/EC, and labor laws, ensuring 100% adherence.
- **Payroll Management**: Hands-on experience in payroll systems, MIS reporting, and budget forecasting.
- **HRMS Implementation**: Proficient in deploying and managing HRMS tools for efficiency.
- **Leadership & Team Management**: Skilled in leading cross-functional HR teams and fostering collaborative work environments.
- **Employee Engagement & Retention**: Proven ability to design and implement engagement programs that reduce attrition.

Professional Experience:

1. Senior Manager – Human Resources
Digamber Capfin Ltd. (NBFC)
October 2023 – Present

- Manage HR operations for 3,500 employees across India, ensuring seamless payroll and compliance functions.
- Oversee branch compliance, licenses, and statutory audits, ensuring regulatory adherence.
- Prepare and analyze payroll inputs (salary revisions, bonuses, Income Tax Proof declarations).
- Develop salary benchmarks and annual increment frameworks aligned with business goals.
- Lead internal and external payroll audits, ensuring compliance with labor laws.
- Handling Shop & Establishment Registration Process
- Liasoning with Labor inspector, PF & ESIC Officers

2. Manager – Human Resources

Aavas Financiers Ltd. (NBFC)

October 2017 – October 2023

- Directed payroll and statutory compliance for 3,500 employees across PAN India.
- Designed and implemented HR strategies, including sales incentive programs and performance-linked pay.
- Streamlined HR operations using advanced HRMS tools, reducing processing time.
- Managed grievance resolution, exit interviews, and full & final settlements.
- Ensured compliance with labor laws and collaborated with auditors to maintain regulatory standards.

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3. Executive – Human Resources

Gravita India Ltd. (Manufacturing)

January 2015 – October 2017

- Oversaw payroll for 2,000 employees across 13 overseas and 5 Indian locations.
- Conducted monthly payroll reconciliations and statutory reporting.
- Handled investment declarations, IT proof collections, and salary tax computations.
- Coordinated with leadership on employee engagement and retention strategies.

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4. Executive – Human Resources

Musashi Auto Parts India Pvt. Ltd. (Japanese Automobile)

January 2014 – January 2015

- Managed payroll and attendance for on-roll and contract employees.
- Addressed payroll-related queries and ensured tax compliance.
- Maintained payroll records and conducted leave balance reviews.

Education:

- **MBA in Human Resources**, Chandigarh University, 2023 (70%)
- **B.Tech in Computer Science**, Maharishi Dayanand University, Haryana, 2013 (73%)
- **Diploma in Computer Engineering**, SBTE Panchkula, Haryana, 2010 (70%)
- **Senior Secondary**, CBSE, 2008 (61%)
- **Matriculation**, HBSE, 2006 (69%)

Certifications:

- **IRDA Certification**, From Indian Institute of Insurance
- **Online Certification- Drug-Free Workplace**, From Alison (80%)
- **Online Certification- Introduction to Supervision**, From Alison (80%)
- **Online Certification- Productivity in the workplace**, From Alison (80%)
- **Online Certification- Human Capital Management**, From Great Learning

Technical Skills:

- Proficient in **HRMS & Payroll Software**: Time Manage System, Saral PayPack, Simplify HRMS, Qandle HRMS, Farsight HRMS, and Time Labs.
- Advanced in **Microsoft Office Suite**: Excel, Word, PowerPoint, and Outlook.
- Expertise in HRIS and HCM for payroll implementation and processing.

Key Achievements:

- Successfully streamlined payroll systems across PAN India, reducing errors by 95%.
- Played a pivotal role in implementing HRMS tools, resulting in a 30% improvement in HR efficiency.
- Designed and executed sales incentive frameworks, driving employee performance and engagement.
- Ensured 100% compliance during internal and statutory audits, enhancing organizational reputation.

Personal Details:

- **Date of Birth**: 11th August 1992
- **Marital Status**: Married
- **Languages Known**: Hindi, English
- **Hobbies**: Interacting with people, learning new skills

Declaration:

I hereby declare that all the information provided is accurate and true to the best of my knowledge.

Date: 19th May 2025
Place: Jaipur
Signature: Naveen Kumar