VIKASH KUMAR SHARMA

HEAD – HR | BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY
KNOWLEDGE PARK – 2, GREATER NOIDA, UTTAR PRADESH
(MBA IN HR & MARKETING)
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CAREER OBJECTIVE

Willing to work in a competitive and challenging corporate environment where by my education and skills are utilized at an optimum level in achieving the goals of the organization and simultaneously learning and growing with the organization.

PROFESSIONAL SUMMARY

Dedicated and results-oriented Corporate HR professional with more than 13 years of experience in managing all aspects of human resources functions. Proven track record of implementing strategic HR initiatives to drive organizational success and foster a positive work environment. Skilled in talent acquisition, employee engagement, performance management, training and development, and HR policy development. Strong leadership abilities with excellent interpersonal and communication skills.

EDUCATION

- **MBA in HR and Marketing | First Division (2009 – 2011)**
  Shri Shankaracharya Mahavidyalaya | Bhilai, C.G., India
  Chhattisgarh Swami Vivekanand Technical University | Bhilai, C.G., India
- **Bachelor of Arts | Second Division (2006 – 2009)**
  Kalyan PG College Bhilai Nagar, | Bhilai, C.G., India
  Pandit Ravishankar Shukla University | Raipur, C.G., India

CERTIFICATION COURSES IN HR

- HR Analytics in Talent Management
- Performance Management for Managers
- Certification course on Power BI
- Change Management Certificate
- Leadership and Coaching Certificate

PROFESSIONAL PREFACE

- Strategic Planning
- Recruitment and Talent Acquisition
- Employee Relations & Welfare Activity
- Performance Management
- Training and Development
- Compensation and Benefits
- HR Policy Development
- Legal Compliance
- HR Analytics and Reporting
- Leadership and Team Management
- HR & Administration, Process & Operations
- Employee Relation, Seminar, Events & Exhibitions Management.
- CSR Operations - Health, Education, Medical & Infrastructure Development
- Health, Safety & Environment, Security & Vigilance

EMPLOYMENT HISTORY

1. **HEAD – HR | HR & ADMIN | BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY GREATER NOIDA | SEP 2024 – TILL DATE**
2. **DY. MANAGER | HR & ADMIN | O P JINDAL UNIVERSITY | RAIGARH, CHHATTISGARH, INDIA | (JUN 2017 – AUG 2024)**
3. **HR EXECUTIVE | TOUCHSTONE SERVICES PVT LTD | RAIPUR, CHHATTISGARH, INDIA | MAY 2014 – MAY 2017**
4. **OFFICER-HR & ADMIN | SIMPLEX CASTINGS LIMITED | BHILAI, CHHATTISGARH, INDIA | JULY 2011 – APRIL 2014**

ROLES & RESPONSIBILITIES

- **Strategic Planning:**

Develop and implement HR strategies and initiatives aligned with the overall business objectives of the corporation. This involves understanding the company's long-term goals and creating HR plans to support them.

- **Recruitment & Talent Acquisition:**

Oversee the recruitment process, including workforce planning, sourcing candidates, interviewing, and hiring. Develop strategies for attracting and retaining top talent in the organization.

- **Employee Relation & Welfare:**

Handle employee relations matters, including conflict resolution, disciplinary actions, and grievance handling. Ensure that employee relations policies and procedures are followed in accordance with legal requirements and company policies. Plan and execute health check-up of all employees every year. Updating of mediclaim paper, addition name of family member of employees. To ensure timely settlement of mediclaim amount. Celebration of birthday of employee on his/her birth day. Presenting of marriage gift and greeting letter on behalf of company as per policy. Make available list of panel hospital for cashless facility. Ensure availability first aid boxes and Ambulance at site.

- **Performance Management:**

Develop and implement performance management systems to evaluate employee performance, provide feedback, and identify areas for improvement. Work with managers to ensure performance goals are aligned with business objectives.

- **Training & Development:**

Identify training needs within the organization and develop programs to address them. Coordinate employee development initiatives, including leadership development programs, skills training, and career development plans.

- **Compensation & Benefits:**

Develop and administer competitive compensation and benefits programs to attract and retain employees. Monitor market trends to ensure the company's compensation and benefits packages remain competitive.

- **HR Policy Development:**

Develop and implement HR policies and procedures in compliance with labour laws and regulations. Ensure that policies are communicated effectively to employees and consistently applied across the organization.

- **Legal Compliances:**

Stay up-to-date on labour laws, regulations, and industry best practices to ensure the company's HR practices remain compliant. Work with legal counsel as needed to address legal issues related to employment matters.

- **HR Analytics & Reporting:**

Utilize HR data and analytics to track key metrics related to workforce demographics, employee engagement, turnover rates, and other HR-related KPIs. Use this data to make informed decisions and drive continuous improvement.

- **Leadership & Team Management:**

Lead and manage the HR team, providing guidance, coaching, and support as needed. Foster a positive and inclusive work environment that values diversity and promotes teamwork and collaboration.

- **Administrative Activities:**

Finalization of guest house and its management. Canteen management at site & guest house. Transportation management for staff. Registration, Insurance & Maintenance of company owned vehicles. Communication arrangement for staff, organization & celebration of functions, parties, picnic & other events. Housekeeping & office maintenance. Allotment of accommodation to staff.

- **Employee Relation:**

Issue various letter to employees as Address proof, Experience certificate, Salary certificate etc. Issue absent notice, warning letters, show cause notice, strict warning letters to errant employees. Maintaining harmonious relations and effective communication with employees. Issue food coupons & gift coupons to eligible employees. Issue Identity cards & Vehicle pass to employees. Updating employees detail in Tally for database & payroll purpose.

- **Monitoring of CSR Activities:**

Adopting villages and are doing this activity for adopted villages viz - general health check-up camps, health care through mobile van, ITI training, distribution of books & stationery, sports kit, occasional competition programs, encouragement & adoption of meritorious poor boys & girls for higher education, basic infrastructure development like - construction of road, hand pumps for drinking water, street lights, donation & active participation.

- **Seminar, Events & Exhibition Management:**

Planned and executed a wide range of seminars, events, and exhibitions, ensuring seamless coordination from conception to completion. Seeking to leverage expertise in project management, logistics coordination, and client relations to contribute effectively to a dynamic team in the field of seminar, events, and exhibition management.

ACHIEVEMENTS

- Implemented an Effective Talent Acquisition Strategy.
- Improved Employee Engagement and Retention.
- Streamlined HR Processes.
- Led Successful Organizational Change Initiatives.
- Implemented Effective Training and Development Programs.
- Achieved Cost Savings and Improved Budget Management.

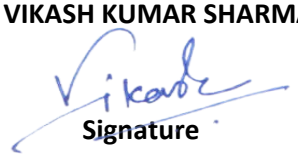
PERSONAL BIOGRAPHY

Father's Name	: Mr. S. P. Sharma
Date of Birth	: 16-Dec-1986
Gender	: Male
Marital Status	: Married
Nationality	: Indian
Language Known	: Hindi & English
Permanent Address	: House No-8, Ward No.-33, Sharma Colony Nandini Road Bhilai Dist-Durg C.G. 490011
Present Address	: Narmada – 2, Guest House, Birla Institute of Management Technology, Knowledge Park – 2, Greater Noida, Uttar Pradesh, 201306

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

VIKASH KUMAR SHARMA



Signature