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AMAR KANT TRIPATHI

Profile View

- **High Impact Human Resource Management Professional**

  A dedicated professional with proficiency in HR- Admin & IR situations, implementing employee's welfare policies i.e. Man power planning, Budgeting, Salary & Wages administration, Contractor management, Facilities management, Employees Relations, Grievance Resolutions, Industrial Liaising, Statutory Compliances, Recruitment & Selection, Sourcing, Retention, Performance Management, HR Audits- Internal/ External, Court cases etc.

Total Experience: 16 Years

Responsibilities **:** Handling Team in HR- Admin & I R, Statutory Compliances & policies Recruitment & Selection etc.

KRA - Key Result Area:

- ✓ Manpower planning, Recruitment Process, Sourcing & Budgeting.
- ✓ Attending conciliation proceeding & Court cases. Handling Grievances of shop floor workers.
- ✓ IMS – QMS-9001-2008, EMS-14001- 2004, OHSAS- 18001: 200
- ✓ Monitor administrative functions related to Canteen/Pantry, Uniform, and Security & Contractors, Transportation.
- ✓ Monitor the HR Related overhead in the Plant. Monitor Time office functions in payroll system.
- ✓ Transport Management like Employees Transport, commercial vehicles management
- ✓ Canteen, Security, Pantry, Stationaries, Guest houses, Gardening & all welfare & general administration related things.
- ✓ Managing & Controlling Manpower as per Plan duly approved.
- ✓ Monitoring, Implementing KRA / KPI and performance Appraisal
- ✓ Monitoring, Implementing ISO 45001:2018 Occupational Health & Safety (OH&S)
- ✓ Monitoring, Implementing ISO 14001 Environmental Management Systems (EMS) Handling all Govt. Inspection & ABB Audit, ICS Audit & Siemens Audit with Internal & External Audits.

- ✓ Monitor employee's welfare activities in the plant.
- ✓ Monitoring & Submissions of all Statutory Returns
- ✓ Formulating & Implementing innovative Personnel & HR polices/Procedures.
- ✓ Planning human resource requirements in consultation with heads of different functional/Operation areas & conducting selection interviews.
- ✓ Formation of Committees (POSH, Works, Welfare & Canteen Committees etc.)
- ✓ Handled all statutory and compliances at factory level
- ✓ Supervising staffing recruitment, Induction program, Labour negotiations, Discipline and policy & processors & workers settlement.
- ✓ Implementing Incentive, Reward & Recognition, Best Operator of day/Month/Year
- ✓ POSH Certification

➢ **Current Exp. /Company Profile:**

- ➢ Working as a **HR Manager** with **YASEN LIGHTING PVT LTD Mahindra Sez Jaipur, Rajasthan)** YASEN LIGHTING PRIVATE LIMITED is a Private company incorporated on 19 Dec 2018. It is classified as subsidiary of company incorporated outside India and is registered at Registrar of Companies, Jaipur. **Working from March-2025 to Till.**

➢ **Previous Exp. /Company Profile:**

- ➢ Worked as a **HR Manager** with **Danish Power Ltd**. **(Mahindra Sez, Jaipur,Rajasthan)** (An ISO 9001:2000 Certified Company) was founded in the year 1985. Today Danish takes pride to be known as one of the leading quality and trusted manufacturer and exporter of Power Equipment's with a customer roster that includes power majors in India and abroad. Products of Transformer division include Power Transformers, Distribution Transformers, Hermetically Sealed Transformers, Transformers for Solar & Wind Power

  Plants, Inverter Duty Transformers, Dry Type Cast Resin Transformer, Rectifier Transformers, Pad Mounted Transformers, Core-Coil Assembly, CRGO Core Assembly, Corrugated Tank Transformers. Products of Panel & Automation division include Control and Relay Panels, Substation Automation, SCADA Systems, RTU Panel, Bus Bar Protection Panels, LV Panel, HT Panel, Distribution Boards, Marshalling Box, Danish established its roots as a manufacturer of Battery Chargers in 1985.

  Over the years the company ventured into new products to cater the power industry and started manufacturing Control & Relay Panels with Substation Automation and Power & Distribution Transformers. **Worked from June-2023 to July-2024.**

Previous Exp.:

Sr. Executive- HR & Admin (November 2013 to May-2023)

***ALISHA TORRENT CLOSURES INDIA PVT. LTD**, Mahindra, Jaipur, Rajasthan.*

- Guiding the start-up and management of a full spectrum of HR operations, systems and programs
- Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs
- Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle HR & Admin issues
- Recruitment and Selection- MRF (Manpower Requesting/Requitioson Form) Approval, Candidate Shortlisting, Salary Negotiation, Joining Formalities, Induction
- Policies- Preparing Policies like Travel policy, relocation policy, odd night working policy & Leave Policy
- Organization Chart- Manpower Plan for the current year (with Recruitment plan), Organization Chart updating for the existing as well as New Positions
- Training & Development- Fire Fighting Training, Safety Training, POSH Training, first add training, Number of Trainings conducted v/s planned for all categories, TNI (Training need Identification) for new employees, the training conducted by Internal Trainer and the effectiveness of external trainers
- Manpower Handling- Handling contractors (House Keeping & Security) Casual manpower supply & keeping, maintaining records of attendances with salaries
- Exit Interviews- Informal interaction with leaving employees, Formal Exit Interviews.
- Analysis of data of exit interviews and sharing with management, Action plan and its adherence
- Full & Final- Preparation of full and final settlement generation of experience letters, no dues letter, relieving letters for workmen and staff both
- Salary Preparation & Finalizing- Handling the part of Salary and Good Work for Staff Employees with the attendance verification and leave management
- Compilation & processing of attendance data in attendance system
- Processing monthly attendance muster for workers, trainees & officers
- Interacting with the Zing HR responsibilities like HRIS management, attendance tracking, payroll coordination, and employee data management.
- Zing HR: streamline and automate HR processes for organizations of all sizes
- I interacted with and assisted Benefits Administrators with company health benefits process and policy queries

- Maintaining legal register like muster roll, leave register, fine register, overtime register hazardous register, and bonus register etc.
- Tracking attendance, maintaining leave records, PF records, etc.
- Prepare & track records of those employees who has to be confirm from probation periods
- Preparing letters of Appraisals, and Increments of employees
- EPF- PF challan generate, PF new account generate, PF withdraw process with all types of queries related PF & ESI.
- ESIC-ESIC registration for new join candidates, updating insurance no., generating IP & ESIC Challan, resolving all ESIC related issues
- EES- Employee Engagement Survey for all staff in the plant from Mercer Group
- Employee Engagement- Organize ATC Star kids - Chitrakala Competition/Prize Distribution for all staff's child, ATC Cricket League Match every National Holiday (15th August & 26th January), Quiz Contest, Aerobics
- Employee Welfare- Process of publishing Magazine for ATC – Twice a year, Process of awarding to those peoples who has completed 9th years in the company.

Previous Exp.:

Executive-Admin (2009 to 2013)

PLANNED SOCIAL CONCERN, MICRO FINANCE INSTITUTION, Phulera Jaipur, Rajasthan

- Joining Formalities- Documentation, Salary Accounts, and Background verification
- Management of Time Office Function - marking present, absent, leave, late coming, wages & salary preparation,
- Maintenance of accurate record, verify documents
- Attendance marking & prepare MIS reports on monthly basis
- Microfinance through Women Joint Liability Groups (JLG) which improve their livelihoods over time
- Managing branch administration and accounting local banks
- Assist field staff to promote program,
- Training in gender issues, group dynamics, livelihood promotion
- Prepared annual data to determine metrics for operational performance
- Conducted regular meetings with team to discuss issues, concerns and updates

Education

2014-01 - 2016-01

MBA: Human Resource Management

ISBM (Indian School of Business Management)
Maharashtra University - Jaipur, RJ

2003-01 - 2006-01

BSc.: IT

SMU (Sikkim Manipal University) - New Delhi, DL

1999-01 - 2001-01

Intermediate: BIOLOGY AND SCIENCE

U.P. Board - UTAR PRADESH

1998-01 - 1999-01

10TH : Mathematics And Computer Science

UTTAR PRADESH BOARD - UTTAR PRADESH

Interests

Playing Cricket & Listening music Languages known: English & Hindi

Declaration: -

I hereby declare that above mentioned information is correct the best of my knowledge & I bear the responsibility for the correctness of the above-mentioned particulars.

Date: ___/___/_____

AMAR KANT TRIPATHI

Additional Information

- Award Achievement: , Got Employee of the month best performer award back to back two month May-2021 & July-2021in Alisha Torrent Closures India Pvt. Ltd for Best performance.

Certification of Prevention of Sexual Harassment of Women at Work (POSH)-7th March-24