



ANSHUL SINGH

To perform credibly in the fast paced, performance driven environment and make the most of every given opportunity to demonstrate the necessary knowledge, skills, and attitude to successfully operate in today's competitive environment.



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PROFESSIONAL EXPERIENCE

Nov'2022 to till date

CNH Industrial India Private Limited (In-plant) **(Manager - HR/Compliance)**

On-boarding Process:

- ❖ Administer compensation, benefits and performance management systems, and safety and recreation programs with team coordination.
- ❖ Plan, organize, direct, control or coordinate the personnel, training, activities of an organization.
- ❖ Represent organization at personnel-related hearings and investigations.
- ❖ Process, verify, and maintain medical related documentation, including training, grievances, performance evaluations, classifications, and employee leaves of absence.
- ❖ Explain company personnel policies, benefits, and procedures to employees gather personnel records from other departments or employees.
- ❖ Examine employee files to answer inquiries and provide information for personnel actions.
- ❖ Answer questions regarding examinations, eligibility, benefits, and other pertinent information.
- ❖ Process and review employment applications to evaluate qualifications or eligibility of applicants.

Provide assistance in administering employee benefit programs and worker's

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- ❖ Answer questions regarding examinations, eligibility, benefits, and other pertinent information.
- ❖ Process and review employment applications to evaluate qualifications or eligibility of applicants.
- ❖ Provide assistance in administering employee benefit programs and worker's compensation plans.
- ❖ Select applicants meeting specified job requirements and refer them to hiring personnel.
- ❖ Interview job applicants to obtain and verify information used to screen and evaluate them.
- ❖ Inform job applicants of their acceptance or rejection of employment.
- ❖ Prepare badges, passes, and identification cards, and perform other security-related duties.

Payroll:

- ❖ Payroll input preparation
- ❖ Create master files (Input data) +CSV files for upload input process.
- ❖ Reimbursement Checking with require data through the clients
- ❖ Reimbursement budget reconciliation from data base extract re-proof the data base.
- ❖ Employee login cadential share on mail as pe the requirement of the employees.
- ❖ Responsible for collection & validation of data for payroll checking,
- ❖ Ensure the ready availability of all relevant and updated Salary Reimbursement Processes including policies.
- ❖ General Voucher
- ❖ Payroll data updations on company software
- ❖ Salary parts preparation division base
- ❖ Attendance process in software (PPMS)

Statutory Compliance:

- ❖ Team used to Check all the monthly generated new TIC no. for new joiners under Employee State Insurance Act 1948 under my supervision.
- ❖ Ensure timely deposit of statutory payments (PF, ESIC, Labour Welfare Fund & Professional Tax).
- ❖ Monthly filing returns of PF, ESIC, LWF and PT.
- ❖ Handling Inspection under various labour laws act.
- ❖ File all various labour law return & handle Inspection.
- ❖ Taking care all the SHOW CAUSE notices which belongs to the government body.
- ❖ Shop & Establishments Act, 1959.
- ❖ Provident Fund and Miscellaneous Provisions Act, 1952.
- ❖ Employees State Insurance Act, 1948.
- ❖ Contract Labour (Regulation and Abolition) Act 1970.
- ❖ Employee Compensation Act, 1923.
- ❖ Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

- ❖ Equal Remuneration Act, 1976.
- ❖ National Festival and holiday Act, 1958.
- ❖ Industrial Disputes Act, 1947.
- ❖ The Industrial Employment (Standing Orders) Act, 1946.
- ❖ Maternity Benefit Act, 1961.
- ❖ Minimum Wages Act, 1948.
- ❖ Payment of Bonus Act, 1965.
- ❖ Payment of Gratuity Act, 1972.
- ❖ Payment of Wages Act, 1936.
- ❖ Professional Tax Act (Pan India).
- ❖ Labour Welfare Fund Act (Pan India).

Payroll Processing:

- ❖ Responsible for collection & validation of data for payroll checking,
- ❖ Cross validation of salary sheet with Inputs for Company Policies,
- ❖ Coordination between location payroll Team and my HR Department team to avoid any miscommunication,
- ❖ Responsible for ensuring availability of IT – PAN No. & Bank Accounts for all employees on Payroll,
- ❖ Ensuring timely release of employee's salary to their bank accounts,
- ❖ Responsible for Income Tax Deduction & other Misc. recoveries / Deductions and their proper computation on payroll,
- ❖ Ensure the ready availability of all relevant and updated Salary Reimbursement Processes including policies.

Insurance Policy:

- ❖ Help team to share monthly addition and deletion report to insurance company and take the endorsement from Insurance Company for records purpose.

CLRA Audit (Monthly):

- ❖ Help team to schedule monthly auditing and deletion report for all the contractual vendors
- ❖ Assisted team to check each and every statutory compliance related document in a proper manner
- ❖ Agreement between Vendor vs Client
- ❖ Appointment letter/employment contract of contract labour
- ❖ Registration Certificate under ROC
- ❖ Display of notice
- ❖ Register of Children (Form A)
- ❖ Notice of Commencement / completion of contract FORM - VI A within 50 Days
- ❖ Form XIII - Register of workmen
- ❖ Form XV - Service certificate
- ❖ Form 2 - Nomination and Declaration form
- ❖ UAN allotment & KYC updations

- ❖ Wages Paid to the Workers are as per the MW rate of wages as fixed by Appropriate Authority/Government.
- ❖ Form II - Register of deductions for damage or loss
- ❖ The Sexual Harassment of women at workplace (Prevention, prohibition and redressal) Act, 2013, Has to be prepared and submitted annually
- ❖ N & F Holidays, whether Register of Holidays under the N & FH Act is maintained? (if applicable)
- ❖ Whether any unauthorized deductions are made in the wages paid?
- ❖ Whether the salary is paid on or before 7th or 10th as the case may be?
- ❖ Form XI - Wage Slip
- ❖ Form C - Register of bonus
- ❖ Form A - Notice of opening

PF Compliance (Supervision)

- ❖ Checking PF data process in software (PPMS)
- ❖ Monthly checking returns of PF, ESIC
- ❖ In touch with team who handling PF and ESIC of all employees and having weekly meeting on daily work or concerns of the employees
- ❖ Checking generate UAN and IP of newly joined employees, after team generate the same
- ❖ RECO all Documentation of PF claims (Pf Transfer, PF withdrawal, Pension, Death Claims)
- ❖ Regular follow up with team to getting status of employees concerns regarding pending claims from PF office
- ❖ Assisted to team for maintain records of PF and ESIC data and provided monthly YTD tracker
- ❖ Provide fast and friendly employee service when ever employees will re
- ❖ Assisting team to work on employer portal of PF and ESIC on daily basis
- ❖ Assisted employees to maintain database of all employees

PROFESSIONAL EXPERIENCE**April'2022 to till Oct'22****SANDHA & COMPANY, Gurgaon****(HR Manager -BD & Operation)****On-boarding Process:**

- ❖ Administer compensation, benefits and performance management systems, and safety and recreation programs with team coordination.
- ❖ Plan, organize, direct, control or coordinate the personnel, training, activities of an organization.
- ❖ Represent organization at personnel-related hearings and investigations.
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- ❖ Explain company personnel policies, benefits, and procedures to employees gather personnel records from other departments or employees.
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- ❖ Provide assistance in administering employee benefit programs and worker's compensation plans.
- ❖ Select applicants meeting specified job requirements and refer them to hiring personnel.
- ❖ Interview job applicants to obtain and verify information used to screen and evaluate them.

- ❖ Inform job applicants of their acceptance or rejection of employment.
- ❖ Prepare badges, passes, and identification cards, and perform other security-related duties.

Insurance Policy:

- ❖ Check all FATAL & NON-FATAL Claims validation data and get in touch to Insurance broker for processing.
- ❖ Help team to share monthly addition and deletion report to insurance company and take the endorsement from Insurance Company for records purpose.
- ❖ Day to Day handling higher priority issues regarding FTAL & NON -FATAL for employees.

Statutory Compliance:

- ❖ Check all the monthly generated new TIC no. for new joiners under Employee State Insurance Act 1948.
- ❖ Ensure timely deposit of statutory payments (PF, ESIC, Labour Welfare Fund & Professional Tax).
- ❖ Monthly filing returns of PF, ESIC, LWF and PT.
- ❖ Handling Inspection under various labour laws act.
- ❖ File all various labour law return & handle Inspection.
- ❖ Taking care all the SHOW CAUSE notices which belongs to the government body.

Payroll Processing:

- ❖ Responsible for collection & validation of data for payroll checking,
- ❖ Cross validation of salary sheet with Inputs for Company Policies,
- ❖ Coordination between location payroll Team and my HR Department team to avoid any miscommunication,
- ❖ Responsible for ensuring availability of IT – PAN No. & Bank Accounts for all employees on Payroll,
- ❖ Ensuring timely release of employee's salary to their bank accounts,
- ❖ Responsible for Income Tax Deduction & other Misc. recoveries / Deductions and their proper computation on payroll,
- ❖ Ensure the ready availability of all relevant and updated Salary Reimbursement Processes including policies.

DKM Online Private Limited, Delhi

June, 2017 to March, 2022

HR Team Leader - Payroll & Compliance

On-boarding Process:

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Reimbursement Processing:

- ❖ Responsible for reimbursement claims processing on monthly basis.
- ❖ Validation of claims submitted by employees with their entitlements & company policies.
- ❖ Taking care of reimbursement disbursement through bank transfers / cheques.

Full & Final settlements:

- ❖ Responsible full & final settlements for resigned employees.
- ❖ Taking care of Leave Encashment, Gratuity, Notice Period payment or recovery etc.

Insurance Policy:

- ❖ Claim validation and forwarded to our Insurance broker for processing.
- ❖ Every month send the addition and deletion report to our insurance company and take the endorsement from Insurance Company.

- ❖ Day to Day handling issues regarding LIC for employees.

Statutory Compliance:

- ❖ Monthly generated new TIC no. for new joiners under Employee State Insurance Act 1948.
- ❖ Ensure timely deposit of statutory payments (PF, ESIC, Labour Welfare Fund & Professional Tax).
- ❖ Monthly filing returns of PF, ESIC, LWF and PT.
- ❖ Handling Inspection under various labour laws all act.
- ❖ File all various labour law return & handle Inspection.

Payroll Processing:

- ❖ Responsible for collection & validation of data for payroll checking,
- ❖ Cross validation of salary sheet with Inputs for Company Policies,
- ❖ Coordination between Payroll Team and HR Department,
- ❖ Responsible for ensuring availability of IT – PAN No. & Bank Accounts for all employees on Payroll,
- ❖ Ensuring timely release of employee's salary to their bank accounts,
- ❖ Responsible for Income Tax Deduction & other Misc. recoveries / Deductions and their proper computation on payroll,
 - ❖ Ensure the ready availability of all relevant and updated Salary Reimbursement Processes including policies.

MYND Solution Private Limited, Delhi



Senior Executive Compliance

October, 2015 to June, 2017

Labour Law Compliances: Day to day maintaining record and obtaining applicable Registration and handling the Inspections if any as in below mentioned Act.

- ❖ Shop & Establishments Act, 1959.
- ❖ Provident Fund and Miscellaneous Provisions Act, 1952.
- ❖ Employees State Insurance Act, 1948.
- ❖ Contract Labour (Regulation and Abolition) Act 1970.
- ❖ Employee Compensation Act, 1923.
- ❖ Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- ❖ Equal Remuneration Act, 1976.
- ❖ National Festival and holiday Act, 1958.
- ❖ Industrial Disputes Act, 1947.
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- ❖ Payment of Bonus Act, 1965.
- ❖ Payment of Gratuity Act, 1972.

- ❖ Payment of Wages Act, 1936.
- ❖ Professional Tax Act (Pan India).
- ❖ Labour Welfare Fund Act (Pan India).

Roles & Responsibilities:

- ❖ Handling payroll query for salary structure and salary processing.
- ❖ Responsible for all statutory compliance under different acts which are applicable like Shop & Establishments Act, Contract Labour Act etc.,
- ❖ Monthly maintaining all register under required Shop and Commercial establishment.
- ❖ File all return pan India bases under various labour laws Act. Like a Payment of wages, Minimum of wages, Payment of Bonus, Employment Exchanges, Maternity, Apprenticeship, and Contract labour Act. etc.
- ❖ Ensure timely deposit of statutory payments (PF, ESIC, Labour Welfare Fund & Professional Tax).
- ❖ Taking care of filing returns of PF, ESIC, LWF and Bonus.
- ❖ Handling Labour, PF & ESIC Inspections.
- ❖ Online preparation of Challan thru ESIC web portal & deposit with online banking within prescribed time as per Act. (Effective from August-10 as per new amendment)
- ❖ Preparing of Electronic challan cum return on monthly basis and file the same to respected site of EPFO.
- ❖ Nomination & Declaration Forms in Form No. 2 (Revised) of the new employees.
- ❖ Declaration form in Form- 11(Revised)
- ❖ Attend PF inspector for inspection of records, appearing before the concerned authorities on behalf of the employer in 7-A proceedings under EPF Act.
- ❖ Information with regard to any amendment/changes in the act will be get from respective site immediately.
 - ❖ Processing all claims for settlement like Form – 19 (EPF withdrawal) form – 10 C (Pension Fund withdrawal) Form 20 (EPF withdrawal in case of Death), Form 10 D (Monthly Pension applicability), form – 31 (Advance requisition forms) and Form – 13 (EPF and EPS Transfer from Previous employer to current Employer) from EPF department on day-to-day basis and follow up the same with authorities till the settlement.
- ❖ To make aware the customers regarding the salient features and rules and regulations of the Act, maintenance of important records and also ensures full compliance under the Act.

DKM Online Private Limited, Delhi



Human Resource Executive -Payroll & Compliance

Sept, 2014 to October, 2016

- ❖ Attendance, leave management and employee record keeping.
- ❖ Timely deposition & calculation of ESI & PT (Returns, Challans).
- ❖ Liasoning with Banks, ESI office & PF Department.
- ❖ Responsible for maintaining Preparing letters pertaining to joining and relieving of all contracts, handle full and final settlements.
- ❖ Solve the problems of employee's worker in getting their benefit under the scheme.
- ❖ Arranging periodical inspection & maintenance of inspection book.

- ❖ Preparing MIS & PPT on requirement basis.
- ❖ KRA in Admin section.
- ❖ Responsible for arranging travelling and accommodation facility for employee & guest as well as managing tour as per tour and travel policy.

PF Compliance

- ❖ PF data process in software (PPMS)
- ❖ Monthly filing returns of PF, ESIC
- ❖ Handling PF and ESIC of all employees
- ❖ Generate UAN and IP of newly joined employees
- ❖ Documentation of PF claims (Pf Transfer, PF withdrawal, Pension, Death Claims)
- ❖ Regular follow up from PF office regarding pending claims
- ❖ Maintain records of PF and ESIC data
- ❖ Provide fast and friendly employee service
- ❖ Handling PF related query of all employees
- ❖ Work on employer portal of PF and ESIC
- ❖ Maintain database of all employees



EDUCATION

Sam Higginbottom Institute of Agriculture, Technology & Science, Allahabad

Master Of Business Administration

June, 2017

Dr. Bhim Rao Ambedkar University, Agra

Bachelor Of Business Administration

June, 2014

Uttar Pradesh Board, Mainpuri

Senior Secondary

June, 2011

Uttar Pradesh Board, Mainpuri

Higher Secondary

June, 2009



PERSONAL DETAILS

Father's Name : Mr. Rajesh Kumar Singh

Mother's Name : Mrs. Preamble Singh

Date Of Birth : 09th August, 1994

Marital Status : Married

Language : Hindi & English

Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Date: (31/01/2024)

(ANSHUL SINGH)

Place

