# Umesh Kumar Aggarwal

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## Professional Synopsis

- A result oriented professional with 14.7 Year experience in data processing, HRM broadly in HR Operation, Payroll, Co-ordination with Recruiters, time and attendance management, maintain HRIS, Generate PR in SAP.
- Hands on experience in Oracle HCM Support, Jakson Connect, ZingHR, MIS and HR Operations.

## Professional Strength

- HRIS Database Management
- ZingHR support, Oracle support, Jakson connect
- Joining Formalities
- Employee Relations
- HR Operation
- Offer to Joining
- HR Compliances
- Handling Employee grievances
- MIS

## Academic Credential

- ❖ **Master In Information Technology (MIT)**– Manipal Academic of Higher Education
- ❖ **Master of Computer Application (MCA)** - Sikkim Manipal University
- ❖ **Bachelor of Computer Application (BCA)** - Makhanlal Chaturvedi Rastriya Patrikarita University, Bhopal.

## Professional Work Experience

**VP Utility Service Private Limited: (Aug2020 – Till Date)**
**Designation: Executive MIS (HR Department)**
**Generate PR and Handling**
**Role and Responsibility:**

- Generating PR in SAP.
- Coordination with cross functional team after PR generation, Processing for approval of HOD and finance team.
- Preparing different MIS like – Employee data, salary register, Compliance report.
- Check the salary breakup of off roll employees for new joinee's and request to respective HR and department Head for approval the same.
- Collect the new joinee's data (off roll) from vendor and generate the PR according to the site and share the PR to account department for generate PO for salary processing purpose.
- Collect the attendance data from Site Manager of off roll employees, collation in excel and send to the vendor for salary processing.
- Salary register of off roll employees receive from vendor, check and approve the same for invoice processing.
- Collect the compliance document from vendor for off roll maintain and share according to the site.

- ➢ Maintain Master data of off roll employee with complete details.
- ➢ Preparation of Registers as per Central / State Rules.
- ➢ Filing of Returns under applicable State & Central Legislature.
- ➢ Procuring Licenses as well as ensuring timely renewals.
- ➢ Display of Abstracts & Notices as per applicable State & Central Legislature.
- ➢ Ensuring quarterly site visit and checking necessary compliances that are to be adhered.
- ➢ Providing general advisory service on regular compliances.
- ➢ To ensure minimum financial and legal risk due to non-compliance under all prevailing applicable labour laws.
- ➢ Handling the Inspection and Notices if any.

**Jakson Limited: (Nov. 2014 – Jan-2020)**
**Designation: Executive –HR**
**Role:  HR Operation, HR & Admin.**
**Major Responsibility are as follows:**

## Payroll Management :

- ➢ Support in payroll – Collect the input date from the HRBP'S, Collation in excel and submit to the payroll team.
- ➢ Collect the attendance data from the department coordinators and send to the vendor's for salary process.
- ➢ Follow up from Finance department for vendor payment.
- ➢ Handling HRMS (Oracle HCM, Jakson Connect and ZingHR) - Generating employee code of new employee, doing login process and other activity in the system.
- ➢ Finger Punch in Bio-Metric Machine of new joiners.

## HR Operation/ HRIS Management

- ➢ Issuing Offer's for new employee through Taleo / Oracle HCM Fusion.
- ➢ Responsible for End to End HR Operations management.
- ➢ Responsible for preparation of joining kit.
- ➢ Create new position, new jobs, new department, and new location on the need basis of organization.
- ➢ Form filling, checking joining kit, education documents, experience certificate, File preparation & submitted to payroll team.
- ➢ Issuing Appointment letter, Confirmation, transfer, resignation acceptance, relieving & work experience and maintain MIS.
- ➢ Running all HR action in Oracle Fusion HCM, jc connect and Zinghr like up gradation, transfer, promotion, personal data update on the HR database maintain accurate records.
- ➢ Coordinate with bank representative for account opening of new joinees, arrangement of plant visit, coordinating with training team form induction program.
- ➢ Send new joining details to IT department for generating of E-mail ID, coordinate for assets issuance. Coordinate with team for generating I-Card & finger punching.
- ➢ Floating HR Polices, Medi-claim nomination formats to all new joiners'.
- ➢ Coordinate with HR Business Partner for handing over the new joiners' to their department.
- ➢ On Board Induction planning for new joine's and execution of the same in coordination with different departments.
- ➢ Generating (Hiring) employee code of new employee in HCM (Human capital Management System) JC connect and zinghr & doing login process.

- ➢ Collecting the exit data from HRBP and exit the employee from existing system.
- ➢ Maintaining and Managing Master data base and Reports
- ➢ Responsible for Joining formalities & Exit Process Management
- ➢ Prepare monthly data and provide to the all recruiter's & HRBP'S partner for creating monthly MIS.

## Vendor Management

- ➢ Posting Travel entries in SAP related to Credit Card and Vendor Payment.
- ➢ Vendor Payment Management.
- ➢ Reconciliation of all travel entries.

**Omniglobe International India Pvt. Ltd.: (Mar 2006- Aug 2013)**
**Designation: Data Processing Engineers**
**Role: Quality Analyst**

**Responsibilities:**
- ➢ Outsourcing the Complete Phone activation service
- ➢ This process belongs to mobile activation.
- ➢ Also responsible to activate mobile number, SIM and IMEI number & billing account and then we shipped the phone to customer, we charge payment by credit card.
- ➢ Maintaining Quality in processing of orders.
- ➢ Worked as a Quality Analyst (QA), check the quality of order which was process by the executives

## Personal Details

| | | |
|---|---|---|
| Father's Name | : | Lt. Shri Dori Lal |
| Mother's Name | : | Mrs. Sudha Gupta |
| Date of Birth | : | 11-Apr-1978 |
| Gender | : | Male |
| Nationality | : | Indian |
| Languages Known | : | English and Hindi |
| Marital Status | : | Married |

## Declaration

I assure that the information furnished above is true and correct to the best of my knowledge and belief.


Place: New Delhi                                                Candidate signature

Date:                                                                    [UMESH KUMAR]