

CURRICULUM VITAE

VIKAS KUMAR

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PROFESSIONAL SUMMARY

MBA Graduate with 3.5 years of experience in HR Operations and Payroll Management. Expert in processing monthly payroll using Forklift Software and resolving employee salary grievances. Strong focus on statutory compliance (PF/ESIC), attendance management, and maintaining 100% accuracy in salary inputs.

CORE SKILLS

- **HR Software: Forklift Software, ZORDER HRM.**
- **Core HR: Payroll Processing, Statutory Compliance (PF/ESIC), Onboarding & Exit Formalities.**
- **Technical: Advanced Excel (VLOOKUP, Pivot Tables), MS Office.**
- **Soft Skills: Grievance Handling, Team Coordination, Problem Solving.**

PROFESSIONAL EXPERIENCE

1. HR Executive | Watrana Traction Pvt. Ltd., New Delhi (*Apr 2025 – Present*)

Payroll Processing: Managing monthly salary processing using **Forklift Software**, ensuring 100% accuracy in attendance inputs and deductions.

Grievance Resolution: Acting as the main point of contact for resolving employee queries related to salary slips, deductions, and bank transfers.

Salary Inputs: Preparing final salary sheets and coordinating with the accounts department for timely disbursement.

Compliance: Ensuring adherence to company policies regarding leave and attendance for payroll calculation.

2. HR Executive | Odhni Heritage Pvt. Ltd., New Delhi (*Duration: 2.5 Years*)

Employee Onboarding: Managed complete joining formalities, issued Appointment Letters, and maintained personnel files for all store staff.

Statutory Compliance: Handled PF & ESIC documentation, generated ESI Cards (TIC), and assisted employees with PF withdrawals and transfers.

Time Office Management: Maintained daily attendance, leave records, and Compensatory Offs (C-Offs) for monthly salary inputs.

Exit Management: Processed Full & Final (FnF) settlements for left employees and managed data for Gratuity & Bonus.

CORE COMPETENCIES

Responsible for the operational activities like, “**Attendance Management**” **Leave records, Joining formalities** & Induction, Issuing of offer Letter, Maintaining the MIS, facilitating the exit Interviews etc.

Responsible for “**Payroll Management**” by using the payroll software of **ZORDER HRM** submission of monthly statutory contribution for “**ESIC & PF**” online handling time office management with Biometric finger reader.

RESPONSIBILITIES:

- Employees Engagement & Grievances Handling independently
- Attending employees their day-to-day grievances & other issues.
- Timely sending monthly Birthday list of all employees to all branches.
- Timely sending monthly attendance of all brand staff of all branch to all their respective brand.
- Maintain all Personnel and other files, issued appointment letters, Maintenance of employees database, co-ordination with Deptt. Heads for final selection and joining formalities, controlling the late coming of all categories’ employee.
- Arranging ESI card (TIC) for employees.
- Time Office Management, maintain attendance and leave records, compensatory off, monthly payroll and Full & Final Settlement.
- Taking care of Gratuity & bonus of employees.
- To ensure timely transfer / withdrawal of provident fund accumulation & handle the related issue.
- Identifying training needs, analyzing and conduction training, listening grievances of all workers if any and taking subsequent action thereafter to solve them.
- Maintenance of all files & records of all Employee.

ATTENDANCE & PAYROLL

- Maintaining missing attendance inputs of employees every months for salary processing.
- Preparing and checking monthly salary inputs.
- Maintain to the Leave Record as per Government rules.
- Solving attendance & salary related issues of all branch after salary distribution.
- Maintain to the attendance register.
- To ensure the bank account updated in people apps with in 30days of joining.
- To check the discrepancy in Hold salary & bank accounts.

HR OPERATION & MIS

- Ensuring completion of joining and issuing of appointment letters/probation review.
- Ensuring & completing Cashier verification for all branch.
- Coordination with agency as well as stores Head to get the accuracy in cashier reports.
- Intimation, Promotion and transfer letters at appropriate time.
- Preparing & ensuring the full & final settlement (left employees) of all branch.
- Assisting in formulation & implementation of organization policies.

Academic Qualification:-

- Graduation B.com (Honors) from IFTM University Moradabad UP.

Professional Qualification:-

- MBA in HR & Finance from IFTM University Moradabad UP.
- Six month Diploma in Computer D.C.A
- Manual Accounting
- Typing Speed: 30 Words/Minutes in English
- MS Office

Personnel Detail

Date of Birth	:	04/03/1999
Language Known	:	Hindi & English
Strength	:	Hard working, talking initiative and Learning new things

Date :
Place : New Delhi

(Vikas Kumar)