

Shatrughan Sahu

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DOB: 06-May-87

🏠 Gurgaon, Kanpur

CORE COMPETENCIES

- Payroll Management
- HRMS Implementation
- Wage Settlement
- Contract Labor Management
- Salary benchmarking
- HR Operations
- Statutory Compliance
- Talent Management
- Grievance Addressing

PROFILE SUMMARY

- Over 10+ years of experience in the areas of HRBP, Payroll Management, HR Operations, Administration, Policy Formulation, Annual Budget, Taxation - Income Tax calculation, Grievance addressing, Manpower planning, Legal Compliance, Change Management, Compensation & Benefits, Employee Engagement Activities, Statutory Compliances, Labor Compliance & Legislation, Industrial Relation / Factory Act* Etc.
- Thorough experience of setting up the HR function and various HR processes from scratch.
- A versatile HR professional with experience in Entertainment, Hospitality & Logistics Industry.
- Good hands on advanced MIS Report (Exposure of these useful tools eg.- Array vlookup, Goal Seek, Pivot, Mail Merge, Countifs etc.)

ACHIEVEMENTS

- Promoted 2 times in a span of 2.4 years in **BTB Marketing Pvt. Ltd. (The Beer Café)**
- Awarded with “**The Extra Mile Award**” in **The Beer Café**
- Awarded as “**Star of the Month**” in **PVR Director’s Cut (PVR Limited)**

PROFESSIONAL EXPERIENCE

ORGANIZATION	DESIGNATION	TENURE
Sunshine Teahouse Pvt. Ltd. (Gurgaon)	Deputy Manager – P&C	16 th Oct. 2021 – Present
Attar Logistics Private Limited (Chandigarh)	Manager – HR	20 th July 20 – 20 th Sept. 21
BTB Marketing Pvt. Ltd - The Beer Café (Gurgaon)	Assistant Manager – HR	1 st April 17 to 4 th Mar. 20
	Sr. Executive – HR	1 st Apr. 16 to 31 st Mar. 17
	Executive – HR	12 th Dec. 14 to 31 st Mar. 16
PVR Limited (PVR Director’s Cut) (New Delhi)	Assistant - HR & Admin	1 st Oct. 13 to 20 th Jul. 14
	Admin Assistant	14 th May 12 to 30 th Sept. 13
Aegis Campus Placement Services (New Delhi)	Associate – HR	Jan. 09 to Jul. 10

Key Responsibilities: -

- ✓ SPOC person for (North/South/West).
- ✓ Grievances addressing related to Salary/Statutory Compliances/Service Charge/Incentive/OT.

- ✓ Compliance Management (PF, ESI, PT, LWF, TDS, Gratuity, Bonus, Contract Labors etc.).
- ✓ Compensation and Benefit Management.
- ✓ Employee Benefits: - Health Insurance, Tax Benefits, Life Insurance, Other perks, Incentive plans, retirement benefits Etc.
- ✓ Employee engagement activities at all units (North/West/South)
- ✓ Full and Final (F&F) processing (Gratuity, Bonus, Variable pay, Income Tax, Leaves, Service Charge, Salary, Notice Recovery / Advance recovery Etc).
- ✓ Attendance & Leave Management System (Manual & Biometrics - HRMS Zing HR/ Kronos/UltiPro).
- ✓ HRMS – System Administrator, Database management/Analysis, Inventory control, Escalation of issues with technical team, Application support and training to employees, generation of reports and analysis of the same, daily follow up for errors and keep track on addition and deletion in system etc.
- ✓ Managing end to end employee lifecycle and ensuring delivery of the HR services within the agreed timelines.
- ✓ Various HR reports to internal and external stakeholders.
- ✓ Administration – Re-Imbursements, CABs Allocation, Maintenance work etc.
- ✓ Vendor Management (monitoring and reviewing performances & taking corrective and preventive action Eg. Labor Contractors / Unions Etc.
- ✓ Policy formulation and renewal on annual basis.
- ✓ HR Reports (Absenteeism, Attrition, Sale vs. Salary, CPH Report, Costing, etc).
- ✓ Retention process (Retain the trained good talent)
- ✓ Performance Management System (Coaching & Driving Mid-Term & Annual KRA Setting, conducting skip level meetings, consolidating & reviewing ratings as per defined process & sharing with HOD for further process)
- ✓ HR budgeting & Manpower planning and salary benchmarking.

ACADEMIC QUALIFICATION

- MBA from **Manav Bharti University (Finance & Marketing)** in 2012 with **67%**
- B. Com from C.S.J.M University, **Kanpur** in 2008 with **49%**
- HSC from S.M.V. Collage, **Kanpur (UP Board)** in 2005 with **61%**
- SSC from S.M.V. Collage, **Kanpur (UP Board)** in 2003 with **44%**

CERTIFICATIONS

- **ACCIP** (Advance Course in Computer and Internet Programming) from **AITC** Computer Education.
- Certificates from **CIBT University** –
 - ☐ New hire essentials
 - ☐ Preventing Harassment
 - ☐ Career development
 - ☐ Developing high potential employees
 - ☐ Change Management

(Shatrughan Sahu)