

## KULWANT RAI

HR Generalist/HR Operations| Human Resource Management/Industrial Relations | HRBP/Payroll and Statutory Compliance Management |

Dedicated professional with skills in driving strategic HR initiatives to realize bottom-line results, streamlining operations. Well organized and action-oriented problem solver who thrives on innovative challenges.

### Career Timeline



### Key Impact Areas



### Soft Skills



### Area of Exposure

- **A result-driven professional offering over 9.5 years of experience** in Manpower Planning and Budgeting, Talent Management, Employee Engagement and welfare, PMS, Training and Development, Policy Formulation /implementation, HR Operations and administrations, IR &ER, Payroll Management, Statutory & Legal Compliance Management.
- **Expert in Payroll and Compliance Management.** Payroll process, Salary structures and Calculations, compensation and benefits administration, Bonus, Gratuity, statutory deductions (EPF, ESIC, PT, LWF, TDS), Online EPF Monthly ECR, Challan and UAN number generation including KYC updating. Online EPF withdrawal and transfer process, Online Monthly **ESIC Challan and returns**, Inspections of PF Department, ESIC Department and Labor Department, Shop and Establishment, CLRA, All Legal and social compliance as per various Laws.
- **Leveraged skills in** conducting employee engagement activities and maintaining effective employee relations by guiding the employees in matters pertaining to performance plans, conduct, manager issues, salary, policies.
- **Experience of advanced HR Practices** such as competency framework to support the business and build capability development programs as per the need of current and future role, Performance Management, KPI/KRA, EWS, Calibration/Ratings, PIP, Attrition analysis.
- **Strategy architect credited with implementation of** innovative path-breaking HR initiatives to streamline processes & capitalize on organizational growth opportunities
- **Merit in developing a work culture derived by empathy**, bridging gap between management & employees by resolving matters pertaining to performance & development plans, conduct employee engagement surveys and prepare a action plan for better workplace environment.
- **Maintained relations with** Govt. Departments, Labor Department and Department of Industries for smooth operations

## Professional Experience

Jan '2019 - Aug'2020: Flipkart India Pvt Ltd., Binola(Gurgaon) as Sr. HRBP

### Key Result Areas:

- Manpower planning, ramp up and ramp down as per the AOP plans for site. Data sanity, Biometric and AMS adherence with reports and RCAs
- Helping team in Recruitment cycle: Sourcing, Interviewing, Selection, Salary Negotiation, Reference checking and on-boarding.
- Responsible for Diversity & Inclusion charter of site. Female and e-Dab inclusion on floor.
- Daily, Weekly and Monthly manpower dashboard, Absenteeism and Attrition RCA and action plans.
- Handling employees Attendance, leaves , time management on SF(A SAP oriented employee management tool)
- Validate monthly attendance, leave data, loss of pay and other variables of the site for payroll processing.
- Processing of Pay-Roll and other benefits on ERP as per the schedule, cross checking salary file output based on received input file and sending it to accounts team for disbursement.
- Ensuring EPF and ESIC timely submission. Validate ECR and challans from the end of vendor partners.
- Responsible for all statutory documents to be displayed related to Labor Laws, PF and ESIC Departments as per the statutory Requirement.
- Coordinating with Legal and compliance team for Labor court cases and resolve the issues with minimum duration. Handling POSH cases for the site in co-ordination with central POSH team.
- Ensuring prompt resolution of employee grievances & maintaining cordial employee relations.
- Responsible for Insurance benefits of employees with Flexben and TPA Mediassist
- Preparation of MIS reports related to Department for Costing/Budgeting & Internal Audit.
- Responsible for Inspections of PF Department, ESIC Department and Labor Department.
- Employees career development program –Flipahead, Success-Cape and various other capability development programs.
- Complete PDS cycle-Peer feedback on Reflect, quarterly check-ins and Manager employee one to one sessions, Final calibrations. Promotions and PIPs
- Responsible for Goal setting, IDP and EWS for on roll employees
- Execute development plans and competency development with the help of L&D team

Jul'2018 – Dec' 2018: Axiom Landbase Pvt. Ltd. , Gurgaon as Assistant Manager - HR

### Key Result Areas:

- Manpower planning & budgeting for entire organization.
- Collecting/updating and verifying the monthly attendance of the entire company for payroll processing.
- Processing of Pay-Roll and other benefits on ERP as per the schedule, cross checking salary file output based on received input file and sending it to accounts team for disbursement.
- Generation of Online EPF Monthly ECR and Challan on EPF online portal. Handling Universal Account Number generation including KYC upload at both employer and employee end.
- EPF Unified Portal (both member and employer) and EPF transfers.
- Taking care of Online Monthly ESIC Challan and returns.
- Handling labor court issues in coordination with Legal Team
- Individual and group insurance of employees e.g. WC policy, Accidental Insurance Policy and medical policy.
- Responsible for Inspections of PF Department, ESIC Department and Labor Department.

### Project Accomplishment:

- Introduce customize attendance and leave management software to eliminate manual attendance updating to save cost and time. That result into error free payroll.

Sep'15 – Jun'18: VIVO Mobiles, New Delhi as Assistant Manager-HR

### Growth Path:



### Key Result Areas:

- Headed a team of 4 members for managing the HR Operations and managed workforce of 4000 sales and marketing professionals. Reporting directly to Chinese Manager.
- Administered recruitment, training and selection of candidates and sourcing the high potential employees and best talent from Networking, job sites and advertisements
- Conceptualized and implemented strategies for talent retention and succession planning
- Took multiple change initiatives, transition & transformation projects from current to future business operations to achieve maximum efficiency
- Steered efforts in managing ER/IR activities for 5000 workers which includes employee communication/engagement, grievance management
- Draft and managed KPI/KRA based Performance Management System for all the team members.
- Processing of Pay-Roll and other benefits on ERP as per the schedule, cross checking salary file output based on

received input file and sending it to accounts team for disbursement. Engaged in ensuring on-time calculations of monthly and quarterly variable pay of team members

- Supervised the issuance of various offer letters, appointment letters, experience letters, increment letters, warning letters, suspension & termination letter after getting it signed from the signatory authority
- Acted as a management representative in domestic enquiry of workers
- Worked extensively on SAP for processing the salary of workmen, apprentices and staff
- Coordinated and collaborated with:
  - o Legal Advisor and Advocate of the organization for managing the legal cases
  - o Govt. Offices such as CM Office, Labor Office & Factories Department for necessary sanctions
- Functioned as an Internal Trainer for creating awareness on POSH across the organization
- Led initiative in framing/formulating, executing and revamping policies such as contingency loan, leave travel allowance, career progression and attendance reward policy, Sales Incentive and Bonus policy

#### **Accomplishment:**

- Won award of **"Best Manager for the Year-2017"**
- **HR Automation:** Introduce customize Payroll software which include selfie enabled and geo- synchronized attendance and leave management system to eliminate manual payroll.

## Previous Experience

Jan'13-Sep'15 Honda Logistics India Pvt Ltd as SR Executive - HR

Growth Path:

Jan'13-Mar'14-Executive-HR

Apr'14-Sep'15-Sr.Executive-HR

Oct'10 -Dec'12 Pioneer Embroideries Limited, Manesar as Executive-HR

## Summer Internship Project & Training

Aug'09– Sep'09( Two Months), ITC Fortune Park Hotels Ltd, Gurgaon as HR Trainee

## Education & Credentials

- Pursuing LLB from **Rajasthan University**
- **PGPM in Human Resource and International Business** from **K. R. Mangalam Institute of Management (Now K. R. Mangalam University)** in **2010** (Duration- 2 Years Full Time)
- **B.Sc. (Non-Medical)** from **KLP College, Rewari** affiliated to **MD University, Rohtak, Haryana** in **2007**
- **12<sup>th</sup>** from Board of School Education Haryana in **2004**

## IT Skills

- MS Office Applications (Word, Excel, Access & PowerPoint) and Internet Applications



## Personal Details

Date of Birth: 5<sup>th</sup> Jan 1987

Languages Known: English and Hindi

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