

# Goli Sumanth Kumar



## HR-MANAGER, ADMINISTRATOR, EXPORT-IMPORT MANAGER, 40 000 ГРН.

⌚ 16 марта 2021 ⚽ Город: [Киев](#)

Возраст: 52 года

Режим работы: полный рабочий день, посменная работа

Категории: HR, управление персоналом, Логистика, доставка, склад, Офисный персонал

✓ Состою в браке

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### Опыт работы

#### HR

G S ALLOY CASTINGS PRIVATE LIMITED (MANAGER), Киев

07.2013 – 03.2021 (7 лет 7 месяцев)

#### Обязанности:

- Ø Coordinating in formulation & implementation of increment, incentive & remuneration policies.
- Ø Generating Appointment Letters, Increment / Promotion Letters, Preparation of Show Cause Notice & Warning Letters.
- Ø Developing and maintaining documentation and controls for all payroll related activities and procedures; serving as the main contact all payroll related issues.
- Ø Preparing salaries / other allowances of employees; making reimbursement of Medical, Travel & various other expenses incurred by employees.
- Ø Handling Employees Welfare - facilities Social Benefits / Grievances handling.
- Ø Adhering to Statutory compliance & organizing Induction & conducting orientation capsule for new employees.
- Ø Payments of PF, and ESI contributions monthly online and submitting the returns as and when required.
- Ø Filing quarterly and yearly returns for Employment Exchange.
- Ø Preparing Full & Final Settlements of resigned employees and sending it for Financial Department Approval / consideration.
- Ø Settlement of Gratuity amount for resigned employees.
- Ø Organizing training programs for employees as and when required.
- Ø Working out various remuneration policies, including pay packages for newly appointed employees, and executing the same.
- Ø Maintaining Attendance Records, Leave, and Leave Encashment, Payroll preparation as well as Personnel files and records.
- Implemented the payroll package.

### Образование

[B V & B N HIGH SCHOOL, JANDRAPET, \(Киев\)](#)

Специальность: COMMERCE

полное высшее, 01.1993 – 05.2013 (20 лет 3 месяца)

### **Знание языков**

Английский - Продвинутый (свободно)

### **Дополнительная информация**

Знание компьютера, программ: WINDOWS, ACCOUNTS PACKAGE TALLY

Личные качества, хобби, увлечения, навыки: WATCHING NEWS, PLAYING VOLLEYBALL, READING BOOKS

Цель поиска работы, пожелания к месту работы: INTERESTED TO WORK IN NEW PLACE