

Resume

Manish Sharma

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Objective

Holding a responsible and challenging position in an organization that would enable me to augment my already acquired knowledge.

Professional Experience

Presently, I am working in Kalpataru Power Transmission Limited, (Power Plant). I have 13 years of experience of continuously working in power plants (in the field of **Information Technology, Human Resource & Admin. Department & Work in SAP –HR System**). During my working period, here I am briefing my experience:-

- **Working since 2006 with M/s. Kalpataru Power Transmission Limited, Uniara as Manager (IR & Admin). (also handling also Carbon Credits for CDM & Gold Standard Projects and IT section). Reporting to Sr. Vice President.**
- **Period 06.04.2005 to 27.12.2005, worked with M/s UB Engineering Limited of Shriram Vinyl & Chemical Industries, P-40 MW Boiler Project at Kota (Raj.) as an Officer (Admin. & HR) also worked in HR department.**
- **Period 01.03.2004 to 04.04.2005, worked with BHEL, PS-NR, Noida Office (Site) on contract basis as “Office Assistant”.**
- **Period 01.01.2001 to 01.02.2004, KSTPS, Kota, 1 x 195 MW Unit#6, as a “Office Assistant” (on behalf of BHEL & K.S. Rao).**

Job Profile:-

- Laisoning with Labour, ESI, Panchayat Simiti, Local Administration (SDM, ACJM Court & Police Station) & other Govt. Department.
- Handled Court Case related to Plant.
 - Presently handled Cable Theft Case (457/380 IPC). Victim has been found guilty & next date of hearing awaited.
 - Handle SC /ST Act, during procurement season. Next date of hearing awaited.
- Manpower planning & recruitment.
- Day to day interaction with 310 nos. contractor employees & try to resolve their issues.
- Resolve the issues related to Labour Union & try maintained better relation with labour & Management peoples.
- Compliance with Factory & Boilers, Pollution Control Board, Electrical Office etc.
- Look after employees salary, bonus, Full & Final settlement etc.
- Taking care of all joining formalities, followed by induction schedules
- Timely replacement of resigned employees, so as to ensure smooth running of departmental activities.
- Handle Staff Attendance, Recruitment & PF related correspondence.
- Finalize the increment, KRA for the employees.
- HR –Audit in every Quarter.
- Involve in Clean Development Management with our Foreign Delegates & handle all correspondence related Carbon Credit.
- Independently handle CSR Activity, Employee Welfare Activity.

➤ Settlement of 2 Death Cases:-

- WC Case under Labour Court= Victim (contractor employee) had a natural death, we settled the claim amount with insurance company & claim has been settled.
- Victim was working at ash collection point, the huge movement of trolleys & due to negligence of driver, the victim got an accident & during the treatment he got death. With the held of local administration, we settled the case.

Educational Qualification

- Secondary (10+2 Scheme), From Ajmer Board, Rajasthan
- (10+2 with PCM), From Ajmer Board, Rajasthan
- Graduate in Labour Law Management
- MBA –Executive (HR & Personal Management)

Professional Qualification: -

- **Diploma in Information Technology from NCEIT,AISECT, (DOEACC), Bhopal Board (81.94 % A+ Grade)**
- Diploma in **Advance Computer in Hardware & Networking (ADCHN)**, from Dept. of Science & Technology (Govt. of India).
- Certificate in **DOS, MS–Office, Operating in Linux, Unix, Win (98,2000,ME,XP), Win-NT** from Kota (Raj.) and Internet operating and data Communication.

Professional Knowledge

- SAP, MS – OFFICE, OUTLOOK EXPRESS, INTERNET

Personal Details

Date of Birth	:	26-April-1981
Marital Status	:	Married
Father's Name	:	SHRI GHANSHYAM SHARMA
Nationality	:	Indian
Language Known	:	Hindi & English
Expected	:	Negotiable

Date:

Place:

Manish Sharma

Permanent Mailing Address: -

B –1, Subash Nagar, Near Panchvati Pal,
Infront of Kunhari Police Station, Kunhari,
Kota (Raj.) –8.