
Akhilesh Kumar Dubey



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Objective

Dedicated and organized HR & Admin professional with over 13+ years of experience in warehouse and logistics environments. Proven expertise in recruitment, attendance management, payroll coordination, employee relations, and administrative operations. Knowledge of labour laws, safety protocols, and compliance requirements. Known for maintaining accurate records and supporting efficient day-to-day operations in fast-paced warehouse settings.

Experience

- **Wonderchef Home Appliances Pvt. Ltd.** 2018 - Current
Assistant Manager- HR & Admin
 - Managed end-to-end recruitment for warehouse and support roles (Pickers, Packers, Supervisors, Executives, RT Operators, Electricians, etc.).
 - Maintained biometric attendance & leave records for 150+ employees and contract staff.
 - Handled contract labour payroll and coordinated with payroll teams for accurate, timely salary processing.
 - Ensured compliance with labour laws (Shops & Establishments Act, PF Act, ESIC Act, Contract Labour Act, etc.).
 - Prepared and maintained statutory registers (Muster Roll, PF, ESIC, Accident, Leave, Advance).
 - Addressed employee grievances, conducted one-on-one and group meetings, and implemented disciplinary actions.
 - Managed PF, ESIC, Professional Tax, MLWF statutory challans and coordinated with compliance agencies.
 - Oversaw vendor compliance audits and verified salary invoices monthly.
 - Supported labour inspections & internal audits, ensuring 100% statutory compliance.
 - Managed day-to-day office administration and streamlined operations to ensure efficiency.
 - Handled vendor management, procurement, and office supply inventory.
 - Organized meetings, schedules, and travel arrangements for management.
 - Prepared official correspondence, reports, and documentation.
 - Ensured compliance with labour laws, statutory regulations, and company policies.
 - Supervised support staff, housekeeping, Security and facility management.
 - Assisted in recruitment, onboarding, and employee engagement activities.
 - Acted as a point of contact between management, staff, and external stakeholders.
 - Resolved employee grievances related to PF & ESIC, ensuring compliance and timely claim processing.
 - Assisted with PF withdrawals, transfers, UAN/KYC updates, and ESIC benefits while coordinating with authorities.
- **Allcargo Logistics Ltd.** 2011 - 2018
HR & Admin Executive
 - Arrangement of manpower on various categories at anywhere in India.
 - Compensation & benefits, preparing salary, distributing salary slips.
 - Generating Relieving, Experience Letters and salary certificates.
 - Coordinating exit formalities and updating employee's attrition list of the organization.
 - Maintaining and updating database of exit employees as well.
 - Responsible to ensure that accurate time keeping done by maintaining records of staff

attendance, on a daily basis of all on rolls & outsourced / contract employees.

- o Responsible to compile and send the monthly data for the outsourced data to the vendor.
- o Maintaining attendance, leave management, ensuring timely reporting of staff, controlling absenteeism, counseling with late comers and filling their related record.
- o Maintaining employee's personal records in proper format.
- o Timely submission of PF & ESI challan and their declaration in concern.
- o Attending interviews and generating reports for selection & rejections.
- o Joining Formalities with maintaining data sheet for each employee
- o Preparing & maintaining ESIC challan, Registers.
- o Preparing & maintaining Provident fund, Professional Tax, LWF challans & registers.
- o Generating ESIC TIC card of each & individual employee.
- o Generating ESIC Challan monthly basis.
- o Maintaining muster roll, register of wages, pay slips, Accident & Fine register Overtime register, Leave register, Advance register etc.
- o Submitting monthly compliance to various clients on timely.
- o Meeting/Travel arrangement and facility management.
- o Supervised support staff, housekeeping, Security, Canteen and facility management.
- o Preparation and review of MIS
- o Track of all incoming & outgoing letters / couriers / faxes
- o Staff attendance & leave register maintenance.
- o Handled vendor management, procurement, and office supply inventory.

Education

- **Veer Bahadur Singh Purvanvhal university Jaunpur** 2011
B com
- **Allahabad up board** 2008
H.S.C.
- **Allahabad Up board** 2006
S.S.C.

Skills

Recruitment & Talent Acquisition Employee Onboarding & Induction Performance Management
Payroll & Attendance Management HR Policies & Compliance
Employee Relations & Grievance Handling Training & Development
Exit Formalities & Full & Final Settlement Statutory Compliance (PF, ESI, Gratuity, etc.)
Office Management & Administration Facility & Vendor Management
Staff Coordination & Supervision Calendar & Meeting Management Travel & Event Coordination
Documentation & Record Keeping Inventory & Asset Management
Confidential Information Handling Expense Control Strong MS Office / Google Workspace Skills
Compliance Audits & Reporting (MIS)

Achievements & Awards

- Wonderchef Top performer of the year 2022-23

Languages

- Hindi, English, Marathi