

Avik Bhattacharjee

8/A Roy M C Lahiri St, Serampore, Hooghly, W.B.-712201

Contact No- 9674440118

Mail Id: avik.dtlkolkata@gmail.com

Profile

Dedicated & Results oriented Human Resources professional with over 15 years' experience in recruitment, employee relation & performance management. Statutory Compliance

Professional Experience: -

LalBaba Metalics Pvt. Ltd. (01st April 2020-Till Now)

HR Manager (Factory & Corporate)

- ✓ Handled employee life cycle management (implementation of HR policies, recruitment, selection, and performance appraisal), managed leave & attendance. Proper Compliance with all HR policies, procedures, and legal requirements.
- ✓ Development of HR policies and incase updates as needed.
- ✓ Timing salary & compliance in proper time.
- ✓ Preparation of MIS Reports & analysis.
- ✓ Maintained employee files and records, managed new employee orientation, on boarding & off boarding training programs, learning & development.
- ✓ Overlooking the daily operations of the HR department as well as assist the HR Manager for various kind of HR Operation related work
- ✓ Payroll related all work (Maintain the attendance sheet, leave sheet, salary processing through HRMS Software, Prepare PF, Esic Challan)
- ✓ Maintain the monthly T.A tracker
- ✓ Performed accounts payable functions for project expenses.
- ✓ Assist in the recruitment process and the hiring process.
- ✓ Proper guidance provides support teams for HR policies.
- ✓ Resolve between employee & employer part into the organization.
- ✓ Managed performance management processes, goal setting in employee and feedback solve.
- ✓ Trade Lience, Labour Law, Training of Labour & Labour handling.
- ✓ EPF, ESIC, PT Assessment.
- ✓ Handling team, staff & labour.
- ✓ Monthly Basis work on Work Duration.

DTL Ancillaries Limited (01st June 2014-31st March 2020)

Sr. Executive HR & Admin

- ✓ Recruitment for Factory.
- ✓ Coordinate with the consultant for compliance related issue.
- ✓ Maintain the Attendance sheet., Salary sheet, leave Register, bonus sheet.
- ✓ Manage day to day admin related work like **AMC related issue**, machine related any.
- ✓ Factory Labour and staff ESIC, EPF matter solve, handling labour Department any matter.
- ✓ Prepare salary on monthly Basis, prepare yearly Bonus, performance Bonus, Making Defaulter list if any.
- ✓ Calculation Gratuity and exit paper ready. Kind of complain lodge, office cleaning, office stationery etc.
- ✓ Support other HR function programs like meeting, conference etc.,
- ✓ kind of complain lodge, office cleaning, office stationery etc.

Kanegrade Flavours & Ingredients Pvt. Ltd. (1st March 2009-28th Feb 2014)

HR Executive

- ✓ Day To day labour recruitment, staff recruitment.
- ✓ Maintained the attendance sheet, leave register, salary sheet. (Labour & Staff both)
- ✓ Co-ordinated with the a/c team regarding Compliance related any issue like kyc updation, loan, registration in govt. portal .pf withdrawal, benefit of esic, Gratuity calculation, Leave salary etc.
- ✓ Maintained the Grievance register, PPE register, First Aid Register, Accident
- ✓ Register, and Sexual harassment File etc.

Key Skills and Competencies -

- Working under tight deadline & Positive attitude
- 15+ in field of Factory HR & Payroll.
- Listening and observing.
- Cool tempered.
- Focused.
- Can adapt anything quickly.

Computer Proficiency -

- MS Office & Advance Excel
- Knowledge of ETPT & HRMS software
- Basic Knowledge In Google Sheet

Academic Qualifications-

QUALIFICATION	BOARD/UNIVERSITY	SCHOOL/COLLEGE	YEAR OF PASSING	%
B. Com	C.U	City College & Commence	2003	51%
Higher Secondary (12 th)	West Bengal Council of Higher Secondary Education	Nandalal Institution	2000	53.3%
Secondary (10 th)	West Bengal Board of Secondary Education	Nandalal Institution	1998	59%

Accomplishments:

- Appreciated by seniors for smart work & effort.
- Appreciated by clients several times.
- Zero Bad Feedback.

Interests / Hobbies:

- Traveling.
- Listening Music.

Personal Details:

- ❖ Father's Name : Narayan Chandra Bhattacharjee
- ❖ Nationality : Indian.
- ❖ Date of Birth : 20th February,1981
- ❖ Gender : Male
- ❖ Hobbies : listening music.
- ❖ Languages Known: Bengali, English and Hindi

My Personal Commitment

I am confident of extending sincere, honest and quality service to the fullest satisfaction of employers if given a chance to prove my bonafide.

Date:

Signature: