

Kishore Kumar Biswas



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I have about 17 years of work experience in many companies with various job responsibilities. I am a smart working person, humble in nature, sincere and having a stimulating personality. I am interested in shouldering responsibilities. I believe that I am a good team worker. I am confident that my innovative results-focused approach would make a significant contribution to the continued success of your Esteemed Organization.

PROFESSIONAL EXPERIENCE

Sr. Executive – HR & Admin 06/2023 to till now

RL & SONS Development Pvt. Ltd., Kolkata

(Here work is done mainly in Civil Engineering by receiving tenders of Government Projects. These projects involve Water Supply Management, such as water boring, water treatment plants, pipelines, overhead reservoirs, etc.)

Responsibilities:

- Hiring as per requirement through social media job ad posting, consultancy and other sources.
- Payroll Management works (Attendance, Leave, Salary, Advance, OL, AL, FnF etc.) in Excel and HRMS Software.
- All type of Administration works (Assets Data Maintain, Travels, Accommodations, Agreements, TA Checking etc.)
- Others HR & Admin works (Training, CV sorting, official decorum, circulars, documentations, e-mail drafting etc.)
- Coordination & IT Supporting (Maintain C-Panel of Hosting, Webmail, Webpage, I-card, Software & Hardware etc.) works.

Asst. Officer – Operations, IT & HR-Admin 12/2021 to 06/2023

DIGIT INFO, Kanchrapara, West Bengal

(It's an A.M.P. of MARG ERP LTD. & SKR Technosoft - Multi Trade & Multi Sector's ERP, Inventory-Accounting, CRM Software Sales and Support Company.)

Responsibilities:

- Technical Support, Demonstration & Training (Online / Offline) for all Software's. As an operations officer, keeping track of all for the overall growth of the Company.
- Supporting work for Administration & HR Department.
- Maintain Google Sheet for all purpose of official work, MIS report in Excel, Coordination.
- Official Laptop/Desktop- Software & Hardware Support.

Working Skills

- HR (Generalist), Attendance Validation, Payroll Processing, Recruitment, etc.
- Office & Site Administration, Assets, Travel, Security, Stationery, Agreement, etc.
- IT Support & Training (HRMS-Payroll Software, ERP Software, Pathology CRM Software, social media, C-Panel Maintain for Webpage, Software & Hardware, etc.)
- MIS Advance Excel, Word
- Coordination, Operations, QC
- Photos & Video Edit

Education

Bachelor of Commerce: Chakdaha College – 2004 Kalyani University, W.B.

Higher Secondary: Pannalal Institution - 2001 W.B.C.H.S.E.

10th: Charsarati Kendriya High School - 1999 W.B.B.S.E.

Sr. Executive – HR-Admin & IT Support 06/2019 to 12/2021

Salvation Needs Home Appliance Pvt. Ltd., Kalyani
(It works domestic and commercial RO water purifier system installation and service, as well as all types of high-quality interior design services.)

Responsibilities:

- Administration, Human Resources & Payroll Management works (Hiring, Salary sheet, Expenses, Assets data etc.).
- MS Office, Multimedia, Graphics Design work for official purpose and maintain Company's Web Page.
- IT Support work (Hardware & Software).
- Service / AMC related work maintains in Company's own ERP Software.

Sr. Executive – IT Training, Mobilization 06/2015 to 05/2019

Anudip Foundation, Kolkata (East Medinipur, Howrah, Bardhaman, Nadia, Murshidabad, North & South 24 Parganas)
(Non-Governmental Organization – Special Skilled Education / Training for Livelihood across INDIA.)

Responsibilities:

- Mobilization Specially-Abled youths from rural, urban & semi-urban area directly or help with other NGOs.
- Trained to specially-abled youths on IT & Multimedia Skills to get livelihood opportunity.
- After training and examination, the certificate of National Skill Development Corporation is provided.
- Maintain data in Computerized Management Information System and in Excel.
- Coordinating with Admin, IT, Accounts, QC, Curriculum etc. departments for all program work purposes.

Executive – ERP Data (HR-Admin & Tech.) 12/2011 to 05/2015

Calcutta Springs Ltd., Kolkata & Hooghly
(It's a medium scale steel company engaged in manufacturing various steel components and sale to all over INDIA RAIL.)

Responsibilities:

- Maintain & upload daily attendance of all staff in the Company's ERP software.
- Update material requisition for production through the company's ERP software.
- Actual received quantity upload in the Company's ERP Software.
- Daily-Production technical status maintained in the Company's ERP Software.
- Dispatch finished product as per order entry in company's ERP software and creation of documentation.

Tech. Course

I.T.I.(Fitter): Kalyani College - 2004
N.C.V.T.

1 Year in Turbine Maintenance in
CESC Ltd (2006-2007) as an Ex-ITI
Trade Apprentice.

Certificate Courses

Diploma in Computer Application.
Desktop Publishing.
Financial Accounting.
Microsoft Office.
Internet Surfing.
HR Analytics.
Excel for Intermediate.
CRM & AI with ChatGPT.
Digital Marketing Strategy.

Personal Details

Father's Name:

Late Hiranmoy Biswas

Address:

A-10X-56, Block A, PO+PS- Kalyani,
Dist.- Nadia, W.B., Pin- 741235.

Date of Birth:

7th June, 1982.

Nationality & Religion:

Indian & Hindu

Marital Status:

Married

Language Known:

Bengali, English & Hindi

Executive – Data Entry 08/2010 to 07/2011

Aelis Pvt. Ltd., Kalyani

(It works on projects; Accurate data is collected through surveys and soft copy is prepared; Under IIIML project of W.B.S.E.D.C.L.)

Responsibilities:

- Data Collection from West Bengal Electricity Power Supply Stations.
- Uploading collected data to company's own software for accurate reporting.

Executive – Commercial 01/2009 to 07/2010

M/S Lokenath Automobiles, Chakdaha

(It's a BAJAJ MOTOR BIKE authorized dealer cum Showroom).

Responsibilities:

- Manually billing and updating in software.
- Maintenance of other commercial transactions in software.

Technician – Computer Hardware 07/2007 to 10/2008

Sun InfoTech, Chakdaha

(It's a computer Hardware & Software authorized dealer).

Responsibilities:

- Assembling & Software Installation of computer desktop.
- Troubleshooting desktop, printer, and internet connectivity.

Hobbies

Listening and singing selected songs, edit photo with **Photoshop**, Surfing the **Internet & Interacting** with people.

PERSONAL STATEMENT

I am a person looking for challenges, innovation. I am confident that my innovative results focused approach would make a significant contribution to the continued success of your esteemed organization. I am mature with excellent interpersonal & leadership skills and a robust personality.

DECLARATION

I hereby declare that all the statements mentioned above are true and correct to the best of my knowledge and belief.

Date: - . .20 -

Place: Kalyani

Kishore M. Biswas

Signature