

DILIP KUMAR PRADHAN

Haria, Atmaram Chowk, Purba Medinipur,
West Bengal- 721430
Contact No.-7289098373, 9896227228



OBJECTIVE

To Justify the Organization's Faith by Delivering High and Consistent Performance and Enhance Professional and Personal Growth with Right Mix of Values and Ethics.

EDUCATIONAL QUALIFICATION

- **10th** Passed from **West Bengal Board in 2002**
- **12th** Passed from **West Bengal Board in 2004**
- **Graduation Not completed for Financial problem(2nd year completed History Honors) from Vidyasagar University(Kolkata)**

TECHNICAL QUALIFICATION

- 1 year Diploma Computer Course from ISAS Institute in 2006

WORK EXPERIENCE

- 3 years' experience from Joy Trading Company as a Installation Engineer for Lab Equipment
- HR Executive from Welspring Universal Private Limited from 22-06-2010 to 28-02-2025. (100% EOU)
- Now Working in Micromax Clean Air Equipment's as senior manager since 01-03-2025 to till now.

SKILLS

- Payroll Management, Time Management, Bonus Management, Gratuity, etc.
- **Manpower Solution** : Positive Work culture, Create good environment, encourage the worker for development the business, implement performance management system that drive employee growth and accountability. Employee's grievance handling and disciplinary action.

- **HR policies & Compliance :** Design, Documents and implement companywide HR policies (Like Child Polies, Safety & Health policy, Bilbray Policy, Sexual Harassment Policy, Environmental Policy, Risk Assessment policy Etc.). Ensure legal compliance with Labour laws and HR regulation.
- **HR Administration & System:** Preparing all employees Personnel Records, offer Latter, Appointment Letter, interview Form, DOJ, Leave Summery, Files, Compensation, and benefits information (Like Bonus, Gratuity, Performance Incentive, Petrol Reimbursement, Production Incentive, Canteen Incentive, Diwali Awards Record, Special Diwali Gift Record etc.)
- **ESIC :** (Employees State Insurance Corporation) - Employee Registration, Employee Medical Issues Solution, Generate employees accident Report, Provided medical Benefit from ESIC Dept., Lead ESIC manager & Local Office, Resolve all employee & employer compliance, Family member update, UAN – Mobile – Bank Update, Monthly Return Submission, Family Aadhar Seeding etc.
- **EPFO:** (Employees Provident Fund Organization): Generate New Employees UAN, Update Nominee, Update Mobile – Bank Account, File Monthly ECR (Electrode Cum Return), Resolve employees and employer any compliance.
- **Payroll Management & Benefit:** Manage Payroll records, accurate and timely salary payments, and maintain compliance with relevant laws and regulation, generate various Payroll reports for management(Like, EPFO, ESIC, Medical, LWF, Salary slip, leave tracking, Annually Holidays, Advance management. Etc.)
- Implementing performance Appraisal system, 5S system, Apprenticeship system etc.
- Over sight and administration of temporary or contracted workers,
- **Haryana Labour Welfare Fund:** Registration all employees record HRYLABOUR portal, Update Employee's family and Nominee record, provide all Hrylabour benefits (Like scholarship, By cycle, Spectacle, Death claim, maternity etc.)
- Preparing HR documentation for Statics Annually Return, Organize the First Aid training and Provide First Aid Certificate by Govt. Dept.
- Organize Fire Fiting training by recognized Department.
- Check/ Audit STP(Sewage Treatment Plant) , ETP(Effulgent Treatment Plant) RO(Reverse Osmosis)
- Drafting all committee (Like Canteen committee, welfare committee etc.) also organize monthly Meeting with all committee members.
- Publish jobs ads and coordinate with recruitment agencies for recruitment, organize interview As per department wise recruitment.
- Deal all party wise Social Audit (Like ISO, BACI Amfori, ESAB, Rubix, WCA etc.)
- Handle Govt. statutory compliance (Factory Act, EPFO, ESIC, Hrylabour Dept., Pollution Dept., etc.)
- Validation Clean Room and clean Air equipment's(Like Laminar Air flow, Bio safety Cabinet, Dynamic Pass box, Garment Cabinet, etc.) As per ISO – 14644(ACPH, Particle Count, Filter Integrity, Visualization Test etc.)

- Supply clean air equipment's Air Shower, Air Curtain, AHU(Air handling Unit) , Bio safety Cabinet, Laminer Air Flow, Static Pass Box, Dynamic Pass Box, Garment Cabinet, Hepa Filter, Pre Filter, Prepare New Clean Room.

HOBBIES

- Reading Newspaper & Books
- Watching movies which can help us to learn something
- Playing games like Cricket.

PERSONAL INFORMATION

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|------------------|---|--------------------------|
| ▪ Father's Name | : | Sh. Mantu Pradhan |
| ▪ Date of Birth | : | 06/05/1987 |
| ▪ Sex | : | Male |
| ▪ Marital Status | : | Married |
| ▪ Nationality | : | Indian |
| ▪ Religion | : | Hindu |
| ▪ Language Known | : | Hindi, English & Bengali |

DECLARATION

I hereby declare that all the given information are true to the best of my knowledge and belief.

DATE:-

PLACE:-

DILIP KUMAR PRADHAN

