

NANDITA DAS

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📍 Kolkata, West Bengal, India



Career Objective

Dynamic and results-driven HR professional with over 13 years of progressive experience in human resources management across multiple sectors. Adept at aligning HR strategies with business goals, leading pan-India HR operations, and contributing to global workforce excellence. Seeking to leverage proven expertise in strategic planning, talent management, and compliance to drive organizational growth both nationally and internationally.

Key Competencies

- Strategic HR Planning & Policy Implementation.
- Pan-India HR Operations Oversight
- Talent Acquisition & Workforce Planning
- Employee Engagement & Performance Management
- HR Compliance & Labor Law Adherence
- Compensation & Benefits Administration
- Learning & Development Initiatives
- Organizational Development & Cultural Transformation

Professional Experience

Manager – Human Resources (Pan India)

Bentec India Limited | Mar 2025 – Present

- Spearhead HR operations across India.
- Develop and implement HR strategies aligned with organizational objectives; lead large-scale recruitment and onboarding initiatives across diverse geographies.
- Direct performance management, training programs, and leadership development to strengthen the talent pipeline.
- Drive employee engagement through culture-building, feedback programs, and DEI initiatives.
- Ensure labor law compliance (PF, ESI, etc.) and maintain consistency in HR practices across all project sites.

HR Coordinator

MCKV Institute of Engineering | Jun 2020 – Feb 2025

- Managed faculty and administrative HR functions as per AICTE and UGC norms.
- Oversaw recruitment, compliance, and employee engagement; supported institutional accreditation (NBA).

Executive Assistant to COO

Safechem Industries | Jul 2019 – Jan 2020

- Coordinated strategic business operations, executive scheduling, and cross-functional communication.
- Managed confidential records, vendor relations, and HR administrative tasks.

Sr. Executive – HR & Executive Assistant to CMD

Riga Sugar Company Ltd. | Sep 2018 – Jul 2019

- Led recruitment, payroll, and policy implementation; maintained legal compliance and employee records.
- Provided direct executive support and facilitated communication between leadership and operations.

Assistant Manager – HR

Nexus Well-Hope Agritech International Ltd. | Jun 2017 – Sep 2018

- Directed full-cycle recruitment, onboarding, and employee grievance resolution.
- Led payroll, compliance, and benefits planning functions.

Assistant Section Manager – HR

CPF India Pvt. Ltd. | Sep 2012 – May 2017

- Managed end-to-end HR operations at farm and factory levels; led SAP-based payroll processing.
- Ensured recruitment strategy alignment with operational goals and handled statutory HR compliance.

Education

- Executive MBA (HR & Marketing), IIBM Institute of Management
- M.A. (English), IGNOU, 2011
- B.A. (English), IGNOU, 2009

Technical Proficiency

MS Office Suite | Google Workspace | SAP Payroll (CPF India)

Certification: HR Analytics (NPTEL)

Successfully completed the course with a 70% score.

Languages

English | Hindi | Bengali

Interests

Gardening | Music

Personal Details

Date of Birth: 20 Nov 1979

Marital Status: Married

Nationality: Indian

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to your organization and am confident that my experience in strategic HR leadership, pan-India operations, can add meaningful value. I look forward to the possibility of discussing how I can support your team in achieving its goals.

Nandita Das

Date:

Signature :