

HR PROFESSIONAL RESUME



SYAMAL KR. CHAKRABARTI

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INDIA

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PERSONAL SUMMERY: -

Result oriented , Driven , energetic & experienced HR professional with a record of successfully executing and supporting critical HR initiatives to drive cost efficiencies and position companies for growth. Known for developing and implementing innovative policies and procedures that enhance efficiency and efficacy across operations. Catalyst, problem solver, and coach for functional groups and senior management. Thrive in fast-paced, ever-changing work environments. Promote a collaborative team and personal growth with application of SMART TEAM work concept.

CORE COMPETENCIES

Human Resources Operations | Employee Engagement | Performance Management | Employee Relations | Onboarding /Talent Management / Process Improvement / Compliance /Strategic Planning | Employee Benefits | Change Management | L & D /HRIS & HRMS / Due Diligence & Risk Management | Liasoning | HRBP | project HR | HR Audit



WORKING EXPERIENCES: -

- 1)Working now in “Crop Shree Lifesciences Pvt. Ltd.”, as a Chief Manager -HR & ADMIN – Kalyani, Nadia- West Bengal from November 2024 to till date .
- 2)Worked in Technowaxchem Pvt. Limited , KOLKATA as HR Head (Corporate & MFG) from September 2020 to October 2024.
- 3)Worked in Reliance Industries Limited (Petrochemical Dvn) – Mumbai from July 1992 to August 2020 , Starting from Senior Manager – HCM to Senior General Manager – HR, ADMIN & CORPORATE EXCELLANCES in their Admin/HR department
- 4)Worked in Everest Industries Limited – Kolkata as a Plant Personnel Executive from July 1988 to June 1992

Main Work Profile:

Ensuring effective recruitment to cater to the manpower requirements. Preparing job descriptions, updating tracker, coordinating with consultants, scheduling & conducting interviews, interview feedback, capturing the salary details and negotiating salary. Training & Development when required and confirmation by HOD. Joining & Exit Formalities (Relieving letter, F&F, Experience letter, Appointment letter). Payroll & Attendance. Prepare salary sheet at the end of month, on boarding of new employees and orienting them to company and various departments, opening of bank accounts & medical insurance. Tracking confirmations and follow-ups on pending confirmations.

All Vendor Management, Office Management, Other Miscellaneous and general tasks. Payroll & Attendance, Tracking confirmations and follow-ups on pending confirmations. Vendor Management, Office Management, Time Management. Contractor Employees Salary. OT Calculate.

Handle Environment, Health & Safety (EHS) Committee, Grievance Committee, Management Review Meeting, Animal Welfare Meeting.

Risk Assessment, Safety Points/PPE Usages Follow up, SOP of New Joining, Staff Performance Evaluation, Medical Camp Health, Plant VMS, Night Checking Report, Overseas Maintenance Activities on Floor Electrical/ Mechanical, Organizing Training as per calendar & Records Keeping, Staff Background Verification, Suggestion Scheme Implement & Follow up, Training Module (Video). Emergency Light Status, Fire Alarm Status, Housekeeping, Canteen/Cafeteria Management, Fire Extinguisher Refilling/ Fire Fighting Follow up, First Aid Box & register, Eyes Camp & Doctor's visit Follow-up. Responsible for security and safety of the staff and property. Coordination with vendors on matters relating to security. Employment Tracker, Induction Training with PPT, JD Profiles for All Positions at all levels, Coordinating the compensation & benefits (C&B) with accounts department, Responsible for implementing various staff engagement & employee relations initiatives like birthdays, festivals skip levels and anniversary etc, Manpower planning in co-ordination and consultation of each department head, handling recruitment process, scheduling & conducting interviews, interview feedback, capturing the salary details and negotiating salary, Use Job Portal also.



GENERAL & PROFESSIONAL QUALIFICATIONS: -

PHD in BA & CA , MBA - HRM & OPERATION , LLB , PGDPM & IR & B.com (H)

OTHER PROFESSIONAL QUALIFICATIONS :-

PGD in Advanced HR , SAP ALL MODULE CERTIFICATION from SAP AG GERMANY, EMS , QMS & OSHAS Certification from LRQA , SIX SIGMA GREEN BELT CERTIFICATION, ERP from SIEMENS, Manufacturing Operation Safety Awareness certificate from ZOLIZE SAFETY TRAINING CENTRE, Project Management Training Certificate from IMC – ABU DHABI, CERTIFIED MANAGEMENT CONSULTANT from IMCI- MUMBAI , PHD – BA & CE from ISC EXECUTIVE EDUCATION – PARIS, Certified Management Consultant from ICMCI – GLOBAL (ZURIKH) , WORK DAY TECHNO-

FUNCTIONAL OPERATION, HR SHARED SERVICES, AUTHORISED HR AUDITOR

Other Working Qualifications :-

While working with RELIANCE GROUP I have been selected one of the team member to get comprehensive training under sponsorship scheme from outside Agencies and to train other co. staff for smooth implementation of the following areas.

QMS from LRQA, Mumbai

EMS from LRQA, Mumbai

OSHA from LRQA Mumbai

MANUFACTURING OPERATION SAFETY AWARENESS – JOLIZE SAFETY TRAINING CENTRE & BSC

HEALTH , SAFETY,FIRST AID, WITH CPR, ALS & BLS – ST. JOHN’S AMBULANCE ASSOCIATION

ADDITIONAL QUALIFICATION:-

Complete working knowledge in ADVANCE COMPUTER APPLICATION.

Full Working knowledge of Micro Soft Office , Internet Goggle Chat Sheet



PERSONAL INFORMATION:-

Father’s name : **Late Hiron Chakrabarti**
Date of Birth : 02-12-1962
Gender : Male
Language : English , Hindi, Bengali
Nationality : Indian
Linkedin profile - <https://www.linkedin.com/in/dr-syamal-kr-chakrabarti-617365140>

WHILE WORKING WITH RELIANCE INDUSTRIES LIMITED I HAVE VISITED CHAINA, GERMANY, UK, USA FOR OFFICIAL PURPOSE.

MY PRESENT PASSPORT NO- U6254953

Thanks & Regards,

SYAMAL KR. CHAKRABARTI