

PRATAP KUMAR JAISWAL

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PROFILE SUMMARY

Dynamic and results-driven HR professional with 15+ years of experience in strategic HR management, talent acquisition, employee relations, and organizational development across manufacturing, logistics, and trading sectors. Expert in developing and implementing HR strategies, policies, and digital tools that enhance engagement, compliance, and performance. Adept at aligning people strategy with business goals to drive organizational excellence.

CORE COMPETENCIES

- HR Strategy & Policy Development
- Talent Acquisition & Retention
- Performance Management & Appraisals
- Compensation & Benefits Administration
- Learning & Development (L&D)
- HR Compliance & Labor Laws
- HR Technology (HRIS, Workday, AI Tools)
- Employee Engagement & Relations
- Payroll Management & HR Operations
- Change Management & Transformation

PROFESSIONAL EXPERIENCE

- **Manager – HR | S R Business Udyog (Nov 2024 – Present)**
 - Lead HR operations, recruitment, and compliance across multiple business units.
 - Oversee end-to-end recruitment and onboarding PAN India.
 - Administer payroll, PF, and ESIC; ensure statutory compliance and reporting.
 - Drive engagement initiatives and performance evaluation systems.
 - Collaborate with leadership to optimize workforce efficiency and retention.
- **Manager – HR & Admin | SAPCO Bitumen Company Limited (Jan 2023 – Nov 2024)**

- Managed recruitment and compliance for manufacturing operations PAN India.
- Oversaw payroll processing, statutory returns (PF, ESIC, LWF), and factory compliance.
- Implemented HR processes to enhance operational transparency and compliance.
- Led engagement programs to foster a high-performance work culture.
- **Assistant Manager – HR East | East India Transport Agency (May 2019 – Jan 2023)**
 - Handled recruitment, payroll, statutory compliance, and grievance resolution.
 - Supervised MTU, PF, ESIC, and labor law documentation for multiple branches.
 - Partnered with management to streamline HR processes and reduce attrition.
- **Zonal HR – East | Sugam Parivahan Pvt Ltd (May 2016 – Apr 2019)**
 - Managed HR operations for East Zone including recruitment, payroll, and compliance.
 - Handled onboarding, grievance handling, and performance tracking.
 - Coordinated with legal advisors on labor and compliance matters.
- **Executive – HR | Indo Arya Central Transport Ltd. (Sep 2005 – May 2016)**
 - Handled end-to-end recruitment, documentation, and statutory compliance.
 - Ensured timely submission of statutory returns and managed employee records.
- **Executive – HR | Sky Scrapers Project Pvt Ltd (Jun 2002 – Aug 2005)**
 - Managed PF, ESIC, and payroll functions.
 - Maintained statutory registers and ensured compliance with labor laws.

EDUCATION

MBA / PGDHRM – NMIMS, Mumbai (2012)

Bachelor of Commerce (Hons.) – Calcutta University (2002)

CERTIFICATIONS & TRAINING

- Certified Statutory Compliance Professional – Skill Deck (2024)
- Certified POSH Trainer – Juno (2025)
- Certified Course in PMS – Skill Deck (2025)
- Certified in Chat GPT & AI Tools – Skill Nation / Jobaaj (2025)
- Certified in HR for Middle East (2021)

- Certification in GST (2020)

TECHNICAL PROFICIENCY

MS Office Suite (Excel, Word, PowerPoint), HRIS, Workday, Spine Payroll Software, ChatGPT & AI Tools.

PERSONAL DETAILS

Date of Birth: 24 April 1979

Languages Known: English, Hindi, Bengali

Address: 50/41 P.K. Biswas Road, Behind Sitala Mandir, Khardah, Kolkata – 117