



AKIL AHMED

HR MANAGER

Experience- 11 Years

 7029602311

 akil.smpl@gmail.com

 Asansol, West Bengal.

EDUCATION

PGDM

Dewan VS Institute of Management
2013

B.C.A

Burdwan University
2011

LANGUAGE

English

Hindi

LINKEDIN

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[linkedin.com/in/akil-ahmed69495159](https://www.linkedin.com/in/akil-ahmed69495159)

About Me

Dedicated HR professional, focused on developing efficient process using knowledge of Manpower planning, Recruitment, Employee relation, Welfare & safety, Training and development, Payroll & Compliance, Additional experience has been gained in Industrial relation and Auditing.

WORK EXPERIENCE

January 2025- present

METAL HOUSE - RAIGARH

HR- MANAGER

- **Strategy and Policy:** Develop and implement HR strategies, policies, and procedures that align with the company's business objectives.
- **Talent Acquisition:** Oversee the entire recruitment and selection process, including sourcing, hiring, and onboarding new employees.
- **Employee Relations:** Bridge the gap between management and employees, addressing grievances, and resolving conflicts.
- **Compensation and Benefits:** Manage compensation structures, payroll processing, and employee benefits programs to ensure they are competitive and fair.
- **Compliance and Legal:** Ensure the company complies with all national and local labor laws, safety standards, and statutory regulations, including handling related correspondence and returns with government bodies.
- **Training and Development:** Identify training needs and oversee the implementation of programs to support employee growth and business needs.
- **HR Administration:** Maintain accurate HR records, manage personnel files, and generate reports to provide decision-support to management.
- **Culture and Engagement:** Foster a positive, inclusive, and productive work environment to enhance employee engagement and motivation.

WORK EXPERIENCE

June 2021 to December 2024

INTECH SAFETY PVT. LTD- KOLKATA

HR- MANAGER

- Implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management employee relations by addressing demands, grievance and other issues.
- Manage recruitment & selection process
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Monitor overall HR strategies, systems, tactics, and procedures across the organization.
- Nurture positive work environment
- Oversee and manage performance appraisal system that drives high performance.
- Maintain salary and benefit program.
- Assess training needs to apply and monitor training programs.
- Report the management and provide decision support through HR metrics.
- Ensure legal compliance through Human Resource Management. ✉ Liaison with Govt officials.
- Perform statutory compliance

January 2018 to May 2021

MALLCOM INDIA LTD.- FALTA SEZ

SR. HR EXECUTIVE

August 2016 to December 2017

WANSHAN MOBILES PVT. LTD (OPPO)- KOLKATA

SR. HR EXECUTIVE

November 2013 to July 2016

SHRI MAA POLYFABS LTD.- ASANSOL

HR EXECUTIVE

SKILLS

- SAP- HR 6.0
- Cross-training programs to support lean operations
- Conflict resolution & grievance handling
- Union negotiation basics
- Safety training coordination
- KPI alignment
- Creating SMART goals for shop-floor teams
- Running performance reviews & skill-upgradation plans
- Implementing HRMS / digital registers
- Campus hiring, apprenticeship programs
- Motivation programs for blue-collar workforce
- Leading employee involvement programs (5S teams)