

DEBABRATA BHATTACHARYA

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Profile Summary

Accomplished HR Manager with 15 years of success in establishing efficient, effective, and business-aligned HR departments. A successful career with work within the various different industries, managing HR systems, ensuring regulatory compliance, payroll and benefits administration, maintaining employee records and managing corporate HR initiatives including diversity recruitment and employee retention, and developing tailored staff training programs

Work Experience

❖ **Company – EVANA Electricals Pvt. Ltd.**

Designation- HR Manager

Period- October 2025 to December 2025

Industry- Manufacturing

ROLES & RESPONSIBILITIES

- Conduct induction and orientation programs for new employees.
- Plan and execute employee engagement activities
- Address employee queries, grievances, and ensure a positive work culture.
- Track employee progress and provide feedback mechanisms.
- Maintain HR policies and ensure adherence to statutory compliance (PF, ESI, gratuity, labor laws, etc.).
- Manage employee records, attendance, and leave management systems.
- Prepare HR reports and analytics for management review.
- Assist in payroll processing and ensure accuracy in salary disbursement.
- Maintain HR documentation, employee files, and HRIS updates.
- Manage end-to-end recruitment cycle: sourcing, screening, interviewing, and onboarding.
- Coordinate with hiring managers to understand manpower requirements.
- Maintain candidate database and ensure timely closure of open positions

Work Experience

❖ **Company – Chatterjee Consultancy Services**

Designation- HR Consultant

Period- July 2024 to August 2025

Industry- Legal Consulting Firm

ROLES & RESPONSIBILITIES

- Recruits, helps with interviews, hires, and works collaboratively to onboard new staff
- Provide training and guidance to employees & clients on compliance matters
- Develop and implement recruitment strategies
- Develop and implement employee engagement initiatives
- Manage job postings, interviews, and hiring processes.
- PF, ESIC, Challan Generation
- Create, modify, update and implement the company's policies
- Liaise with other departmental heads to ensure that all business operations are in line with business policies
- Bridges management and employee relations by addressing demands, grievances, or other issues
- Design HR policy for smooth operation
- Payroll Management, Attendance & Leave Management
- Develop and implement compliance programs, policies, and procedures
- Provides a framework for constructive and timely performance evaluations
- Maintain records and reports as required
- Prepare contracts, agreements, and legal documents, for employee & clients
- Handle confidential matters with discretion

❖ **Company - IRIS Multispeciality Hospital**

Designation- HR Manager

Period- 2nd April 2023 to 30th June 2024

Industry- Hospital

ROLES & RESPONSIBILITIES

- Talent acquisition and Recruitment process
- Prepare various letter (Appointment, Release, Experience etc)
- Taken Exit Interview
- Grievance Handle
- Training & Development (OJT, Identifying the training needs, Induction Trainings)
- Statutory Compliance (challan generation PF, ESIC) & coordination with Labour Department officials, regarding various compliance matter
- Negotiate with PF authorities for resolve PF related matters
- Prepare contracts, agreements, and legal documents, for employee & contractors
- Ensure accurate and timely submission of all HR-related reports and compliance documentation.

- Payroll Management
- Assist to HOD for making new policy or any changes in current policy
- Assist HOD in PMS (Performance Management System)
- Attendance & Leave Management
- Manage HR File & documentation
- Bridging management and employee relations by addressing demands, grievances or other issues
- Assist and contributes to the development and administration of the staff training budget
- Manage performance appraisal system, ensures planning, monitoring, and appraisal of all employees
- ❖ **Company: Orange Abasan Pvt Ltd**
Designation: HR Manager
Period: 6th September 2021 to 30th November 2022
Industry- Manufacturing, Construction
ROLES & RESPONSIBILITIES
 - Developing and implementing HR strategies and initiatives aligned with the overall business strategy
 - Enforces management guide lines by preparing, updating, and recommending human resource policies and procedures
 - Entire Statutory Compliance (challan generation PF, ESIC) & coordination with Govt. officials regarding compliance
 - Training & Development (OJT, Identifying the training needs, Induction Trainings, arrange Spearhead one-on-one training)
 - Bridging management and employee relations by addressing demands, grievances, or other issues
 - Managing the recruitment and selection process
 - Maintain pay plan and benefits program
 - Performance Management System
 - Payroll, Attendance & Leave Management
- ❖ **Company- Institute of Neurosciences, Kolkata**
Designation- Sr. Asst. Manager- HR
Period- 30th December 2016 to 5th September 2021
Industry-Hospital
ROLES & RESPONSIBILITIES
 - Looking after Payroll Process (General Employees, Doctor, RMO and Paramedical staff)
 - Maintain Employee Leave Record
 - Checking New joiners and Resigned employee's statutory forms
 - Looking after the health insurance facilities of employee's and to ensure that all the management staff is covered under the annual hospitalization insurance scheme.
 - Searching of CVs from Job Portals, Follow-up with Recruitment Agencies.
 - Coordinating of Performance Appraisal System
 - MIS Report Preparation
 - Prepare Statutory Report
 - Maintain pay plan and benefits program
 - Manage performance appraisal system
 - Payroll Management
 - Attendance & Leave Management
 - Ensures planning, monitoring, and appraisal of all employee
- ❖ **Company- Tax Assist**
Designation- Asst. Manager- HR
Period- 1st February 2016 to 29th December 2016
Industry- Legal Firm
ROLES & RESPONSIBILITIES
 - Managing recruitment activities like preparation of Job Descriptions.
 - Processing Payroll & Employee PF, ESI,
 - Searching of CVs from Job Portals, Follow up with Recruitment Agencies
 - Screening of CVs
 - Conducting Induction - Educate the employees about the mission, and guiding principle of the company. Explain them the organizational hierarchy. Various employee related benefits and other facilities provided by the organization. Explain the various policies of the organization which are subjected to their benefits
 - Looking after the health insurance facilities of employees
 - Preparation of New joiners list & Resigned List for Compliance
 - Centrally coordinating the whole cycle of Performance Appraisal
- ❖ **Company- Medica Superspecialty Hospital**
Designation- HR Executive
Period- 16th October 2014 to 11th January 2016
Industry- Hospital
ROLES & RESPONSIBILITIES
 - Statutory Compliance (On Roll & Out Sourced)
 - Ensuring submission of contribution (PF, ESIC, Gratuity) as per compliance
 - Ensuring timely compliance to all the applicable statutory acts
 - Maintaining communication with outsourced operatives to resolve their queries
 - Follow-up for submission statutory documentation

- Organize ESIC camp for on roll employees
- Prepare statutory audit report as per monthly basis. Check New Joinee sand Resigned employee's statutory forms
- Statutory Compliance (On Roll & Out Sourced)
- Ensuring submission of contribution (PF, ESIC, Gratuity) as per compliance
- Ensuring timely compliance to all the applicable statutory acts
- Maintaining communication with outsourced operatives to resolve their queries
- Follow-up for submission statutory documentation
- Organize ESIC camp for on roll employees
- Prepare statutory audit report as per monthly basis.
- Check new Joiners and Resigned employee's statutory forms

Staff welfare & Communication

- Ensure No IR related issues through communication with the operatives for addressing staff grievance & discipline related issues
- Monitor attendance register
- Submission manpower report as per monthly basis
- Conduct communication meeting and Vendor meet(Quarterly)

❖ **Company- Surana Group of Hospitals**

Designation- HR Manager

Period- 9th July 2012 to 4th December 2013

Industry- Hospital

ROLES & RESPONSIBILITIES

- Recruitment Process
- Induction & Training for New joinees
- Preparing Job allocation (KRA), Territory Allocation, Job Responsibility, Maintaining and preparing necessary documents of all the employees like Appointment Letters, Confirmation Letters, Appraisal Letters etc
- Conduct Exit Interview
- Administration- Handle overall administration & assisted with all other official administrative duties & assisted with planning and execution of all events and was responsible for public relations
- Deal with grievance fair and reasonable manner
- Designing Employee Engagement Calendar and ensuring employee's participation in all the events

❖ **Company- B.G. Distributrs**

Designation- HR Executive

Period- 1st January 2009 to 30th June 2012

Industry- FMCG

ROLES & RESPONSIBILITIES

- Recruitment process calling up the candidates, Lineup the interview, technical test and lastly HR round interview
- Induction-I coordinated all orientation sessions for new hires which include program of the new joiners, introducing them to the company's policy, mentoring them with all sort of help
- Preparing Job allocation (KRA), Territory Allocation, Job Responsibility, Hierarchy structure for
- Marketing employees. Maintaining and preparing necessary documents of all the employees like Appointment Letters, Confirmation Letters, Appraisal Letters and Transfer Letters etc
- Grievance Handling-Deal with grievance sensitively in a fair and reasonable manner
- Organizing Employee Engagement events as per the policy & management planning
- Initiating confirmation process of the employee's in probation period

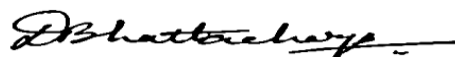
❖ **HONOURS AND ACHIEVEMENTS**

- Awarded with the Contribution for NABH renewal Assessment held Between 17th & 19th November 2015

❖ **EDUCATIONAL QUALIFICATION**

- Complete a 6 days Training session (6th Feb 2026, 17th & 18th Feb 2026, 3rd March 2026, 6th & 7th March 2026) on New Labour Codes Practical Masterclass
- Master in Business Administration (MBA) under W.B.U.T, Kolkata (2007-2009)
- Specialization: Human Resource
- B. Com under University of Calcutta, Kolkata (2002-2005)
- H.S. Under W.B.C.H.S.E, Kolkata (2000-2002)
- Madhyamik under W.B.B.S.E., Kolkata (2000)

Thanks & Regards



Debabrata Bhattacharya