



SUBRATA PAUL CHOWDHURY

ASSISTANT MANAGER HR & COMPLIANCE

PERSONAL PROFILE

Looking for a challenging and responsible opportunity, explore strengths and potentials in a professional organization to meet employer's expectation. - With a mission "One team One Vision"

Work Experience 18 years
Join Immediately

Date Of Birth: 05/12/1980

EDUCATION

Calcutta University Bachelor in
Commerce, 2003

West Bengal Council of Higher Secondary Higher
Secondary, 2000

West Bengal Board of Secondary
Madhyamik, 1998

GET IN TOUCH WITH ME

373, B.B.D Road, P.O - Hindmotor
P.S - Uttarpara, Dist. -Hooghly West
Bengal, 712233



Email id:
spaulchowdhury2@gmail.com



Ph No. 9903286940

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment by leading the team, as well as working independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- Managing challenging clusters keeping focus on overall zonal growth.
- Presentation skill

CORE COMPETENCIES

- Administration, Attendance, Salary Processing, Leave, Bonus, Gratuity, Full & Final settlement
- New P Tax, EPF & ESIC registration and monthly Challan Cum Return (ECR) uploading
- Clearance of Death claims of PF employee, Family member insurance amount & Family member pension amount, solving all type of PF issues
- Clearance of Death Claim of ESI employee, maternity benefits & accidental benefits. Solving all type of ESI issues.
- Keeping statutory records under Govt. labour laws (Annual & Half Yearly return)
- Time office Management
- Looking after Contract Labour and its legal compliances & attendance, Salary Processing
- Generating overall revenues for my organization

WORK EXPERIENCE

1. NavPrakriti

(Battery recycling, reconditioning and refining plants)
Assistant Manager, HR & Compliance
July 2025 - Still Date

2. MADHU JAYANTI INTERNATIONAL PRIVATE LIMITED

(FMCG Company)
Assistant Manager, HR & Compliance
NOV 2021 - June 2025
(Total 04 Years)

LANGUAGE KNOWN

- ENGLISH
- BENGALI
- HINDI

Date:

Place:
UTTAPARA,
HOOGHLY,
WEST BENGAL

2. BIL INFRATECH LIMITED (BINANI GROUP)
(Construction Company)

Assistant Officer -HR
NOV 2011 - OCT 2021
(Total 10 years)

Project Exposure

- One Rajarhat Project (Project Value Rs. 62.30 Crores). (New Town, Rajarhat) The project consisting G+23 storied Residential Building
- Aliah University Boys' & Girls' hostel (Project Value Rs. 98 Crores). (New Town, Rajarhat) The project consisting G+19 storied Residential Building
- Aliah University (Project Value Rs. 250 Crores). (New Town, Rajarhat) The project consisting B+G+8 storied Commercial Building
- MAGNACON IT PARK (Project Value Rs. 26.50 Crores). (New town, Rajarhat). The project consisting B+G+19 storied Commercial Building

3. DLF PROJECTS LIMITED." (IT'S A DLF GROUP COMPANY)

(Construction Company)

Office Assistant of HR Department APR
2008 - SEPT 2011 (Total 03 Years)

Project Exposure

- DLF 2 IT PARK (New Town, Rajarhat)
This project consisting B+G+11 storied Commercial Building
- DLF GALLERIYA (New Town, Rajarhat)
This project consisting B+G+10 storied Commercial Building

4. LARSEN & TOUBRO LTD.- ECC DIVISION

(Construction Company)

Office Assistant of HR Department AUG
2006 - APR 2008 (Total 02 years)

Project Exposure

- National Games Village Project (Guwahati, Assam)
The project consisting 17 no's G+8 storied Residential Building
- CTS IT Park KITP SEZ Project (Bantala, Kolkata)
The project consisting B+G+10 storied Commercial Building

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