



Debanjan Deb

HR Manager

PROFILE SUMMARY

KYC Bulk upload in PF,ESIC, PF CHALLAN GENERATION ,SARAL PAPACK SALARY ESIC PF CHALKAN RECRUITMENT VERY FEW APPOINTMENT LETTER OFFER LETTER SARAL LEAVE UODATE JOINING ETC ATTENDANCE ONLINE,payroll, FACTORY LICENSE RENEWAL ONLINE factory hr register maintain,License renewal contract labour,overtime of workers,leave register, advance register,PF CHALLAN GENERATION ESIC Registration Salary in Saral paypack - Referring Internal Database, Employee referrals etc.contract labour, payroll, overtime in factory -Bonus Register, PTAX YEARLY RETURN adult register , muster roll biometric,ESIC TIC, ESIC contract license etc.mis report.kyc update pf - Co-ordinating with candidates bonus increment calculation - Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.muster roll leave register adult register - ESIC TIC, ESIC Challan generation

EDUCATION

2015	MBA/PGDM West Bengal University of Technology (WBUT)
2011	B.B.A/ B.M.S West Bengal University of Technology (WBUT)
2006	XIIth English
2003	Xth English

WORK EXPERIENCE

Apr 2024 - Present	HR Manager DWD Pharmaceuticals Ltd 1.PAYROLL OF 400 EMPLOYEES IN CBO 2.BONUS CALCULATION 3. FNF CALCULATION 4.INCENTIVE CALCULATION 5.ADMIN WORK 6.FNF SETTLEMENT 7. PF ESIC REPORT 8.ESIC CHALLAN GENERATION 9.PF CHALLAN GENERATION 10.CALCULATE EXPENSE
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PERSONAL INFORMATION

- Email
debanjankkr@gmail.com
- Mobile
(+91) 9123054349
- Total work experience
9 Years 3 Months
- Social Link
https://www.linkedin.com/in/debanjan-deb-0b4829129?trk=nav_responsive_tab_profile

KEY SKILLS

- Recruitment
- contract labour
- esic
- attendance management
- leave management
- exit formalities
- joining formalities
- induction program
- selection
- letter drafting
- confirmation
- statutory compliance
- Payroll
- Administration
- pf challan

OTHER PERSONAL DETAILS

City Kolkata
Country INDIA

LANGUAGES

- ENGLISH
- HINDI
- BENGALI

Jul 2023 - Feb
2024

Human Resource Generalist

Topsel Toyota(Automobile)

-Incentive calculation. -Sales recruitment -ESIC PF challan, UNIFORM DISTRIBUTION -, Birthday celebration, -Annual picnic celebration -Payroll of employees - Payslip -ENTRY IN CTDMS AID TOYOTA - Gratuity calculation and bonus -Sales recruitment - ESIC PF registration warning letter to staff Appointment letter and offer letter generation StESIC Challan generation -Factory license renewal . Incentive calculation Muster roll, Bonus register, fine register maintain ,PF online Ecr and challan, -ESIC challan generationetc Payroll Management including PF, ESI, Gratuity Calculation, Overtime calculation, maintaining the biometric attendance report, adult register, fine register, wage register,

Apr 2022 - Jun
2023

Associate HR Generalist

Zink London

Payroll of 250 employees in Saral paypack Payslip in saral, SALES INTERVIEW Gratuity calculation and bonus ESIC PF registration Brandletter warning letter to staff Appointment letter and offer letter generation Staff tiffin record maintenance ESIC & PF Challan generation Factory license renewal .Muster roll, Bonus register, fine register maintain ,PF online Ecr and challan, ESIC challan generationetc Payroll Management including PF, ESI, Gratuity Calculation, Overtime calculation, maintaining the biometric attendance report, adult register, fine register, wage register,

Jun 2020 - Mar
2022

HR Executive(GARMENTS FACTORY)

Ashish Bags & Fashions Pvt Ltd

ESIC PF CHALLAN ETC .Muster roll, Bonus register, fine register maintain ,PF online Ecr and challan, ESIC challan generationetc Payroll Management including PF, ESI, Gratuity Calculation, Overtime calculation, maintaining the biometric attendance report, adult register, fine register, wage register, BIOMETRIC FORM 13 OTHER REGISTERS AUDIT SA 8000

Mar 2019 - May 2020

HR Generalist(CORPORATE CUM FACTORY)
(MANUFACTURING)

Linc Pen & Plastics

ESIC TIC GENERATION APPOINTMENT LETTER
OFFER LETTER ETC PF ESIC RETURN FILLING POLICE
VERIFICATIONNEW EMPLOYEES PAYROLL OF 250
EMPLOYEES COMPLAINE ESIC PFCHALLAN
LABOUR LICENSE RENEWAL ESIC ONLINE
REGISTRATION PROVIDE TIC 37B PF AND ESIC
CHALLAN ONLINE BONUS BULK KYC APPROVAL ESIC
TIC GENERATION ASSISTING INRECRUITMENT BULK
KYC UPLOAD IN PF PORTAL Factory license
appointment letter RENEW AND APPLY pf esic challan

Sep 2016 - Mar 2019

FACTORY HR (FACTORY)(BEST COMPANY TILL DATE
FAMILY LIKE ENVIORMENT)

Hitashi fine kraft Industries Pvt Ltd

1.Muster roll, Bonus register, fine register maintain ,PF
online Ecr and challan, ESIC challan generationetc 2.
Payroll Management including PF, ESI, Gratuity
Calculation, Overtime calculation, maintaining the
biometric attendance report,adult register, fine
register,wage register,contract labour 3. Grievance
handling, disciplinary action,Leave register. 4. All
kinds of documentary activities starting from issuing
joining letters till issuing termination.letter(Whenever
required), keeping up to date records and maintaining
files into the department. 5. Facing Factory audit,
Social audit, Health safety audit, making report and
sending them to the higher authority accordingly,
analyzing and rectifying the nonconformity as per the
audit report and accordingly taking decisions by
discussing with higher authority to make those non-
conformity to conformity. 6. Coordinating with the
government officers regarding Audit, Factor, Fire
license and renewal. Also with the ESI, PF officers to
be ensure about the contributions made by the
company and employees. 7.Leave Register

Sep 2015 - Sep 2016

HR Executive(CORPORATE)

Arohan Financial Services

Hr g appoinment letter ESIC PF CHALLAN offer letter
pf esic challan tic generation recruitment

Projects

61 Days

LABOUR LAWS

labour laws

COURSES & CERTIFICATIONS



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- Essay competition