

JEETENDRA KUMAR PANDEY

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Rishra, Hooghly, West
Bengal

jeetendrapandey1976@gmail.com

EDUCATION

MBA (HR)

SIKKIM MANIPAL UNIVERSITY
2012 – 2014

PGD-IRPM

Bhartiya Vidya Bhavan
2003

VIVA - VOCE TEST, MINISTRY OF LABOUR DEPARTMENT

2004

B.COM (HONS)

MADURAI KAMRAJ UNIVERSITY
1997– 1999

SKILLS

- Industrial Relations & Union Management
- Employee Engagement & Grievance Resolution
- Labor Law & Statutory Compliance (PF, ESIC, CLRA, Factories Act)
- Recruitment & Talent Acquisition
- Performance Management & HR Policy Implementation
- Training & Development Programs
- Contract Labor Administration & Vendor Management
- Disciplinary Actions & Domestic Enquiries
- Audit & Compliance Management
- Leadership & Team Management

EXPERTISE

- Industrial Relations
- Compliance
- Recruitment
- Training

ABOUT ME

Adynamic and self-motivated **HR professional** with over **24 years and 12 months** of extensive experience in **Human Resources, Industrial Relations, and Administration**. Currently serving as **Assistant General Manager (HR & Admin) at Hindustan Engineering & Industries Ltd. since February 2023**. Proven expertise in strategic HR management, employee relations, and union negotiations to ensure a harmonious and disciplined workplace. Adept at collaborating with senior leadership, driving policy implementation, and delivering practical HR solutions aligned with organizational objectives.

JOB ROLE

- Industrial Relations & Employee Engagement:** Maintain harmonious relations between management and workforce by proactively addressing and resolving grievances, fostering a disciplined and collaborative work environment.
- Statutory Compliance & Government Liaison:** Ensure timely submission of PF and ESIC challans, license renewals/amendments, and full compliance under the Factories Act. Coordinate with government officials, including PF, ESIC, and Factory Inspectors, to ensure smooth inspections and audit readiness.
- Disciplinary Management:** Oversee formal disciplinary processes including warning letters, charge sheets, and domestic enquiries, ensuring procedural fairness and adherence to company policies.
- Contract Labor Administration:** Manage contractor registration, negotiations, and statutory verification, guaranteeing 100% legal compliance before engagement.
- Recruitment & Selection:** Lead end-to-end recruitment for staff and plant-level workers in coordination with HODs, including offer letters, appointment letters, and timely confirmations.
- Training & Development:** Identify departmental training needs, prepare annual training calendars, and implement programs to enhance employee skills and productivity.

EMPLOYMENT HISTORY

HINDUSTAN ENGINEERING & INDUSTRIES LTD.

AGM - HR&ADMIN

Feb 2023-Present

- Spearheading **Industrial Relations and Employee Engagement initiatives**, fostering a culture of trust, discipline, and collaboration across all levels. Ensuring **zero non-compliance** through effective
- management of PF, ESIC, CLRA, and Factory Act obligations, audits, and government liaison. Leading **end-to-end manpower planning, recruitment, and contractor administration** to ensure workforce
- efficiency and statutory integrity. Partnering with **top management** to design and implement **strategic HR policies, performance systems, and training programs** that drive productivity and organizational
- growth.

ESS DEE ALUMINIUM LTD. (SHAKHAMBHRI GROUP OF INDUSTRIES)

AGM - HR&ADMIN ————— Jul 2019-Jan 2023

- Maintained **harmonious industrial relations** by proactively resolving workforce grievances and fostering a disciplined, cooperative environment.
- Ensured **100% statutory compliance** under the Factories Act, PF, ESIC, and other labor laws through timely reporting and audits.
- Supervised **contractor management and legal documentation**, ensuring adherence to all compliance norms.
- Supported management in **policy implementation, manpower planning, and training initiatives** for workforce development.

LAGAN ENGINEERING COMPANY LTD.

SR.MANAGER(HR/IR) ————— Oct 2013 - Jun 2019

- Fostered harmonious industrial relations through proactive **grievance handling, transparent communication, and effective union coordination.**
- Ensured **statutory and legal compliance** under the **Factories Act, PF, ESIC, and CLRA with zero audit observations.**
- Managed **disciplinary proceedings, contractor administration, and manpower planning** to support organizational efficiency and policy compliance.

AI CHAMPADNI INDUSTRIES LTD (UNIT: WELLINGTON JUTE MILL)

PERSONNEL MANAGER ————— FROM Mar 2009 TO Sep 2013

- Enhanced **employee satisfaction and engagement**, leading to a **15% drop in attrition** at plant-level operations.
- Maintained **full compliance with PF, ESIC, and Factory Act**, ensuring **zero penalties** during inspections.
- Strengthened **contract labor administration and verification processes**, reducing statutory gaps by **20%.**
- Rolled out **targeted training programs**, boosting departmental efficiency and workforce skill levels.

LUDLOW JUTE MILL (EKTA LTD)

PERSONNEL OFFICER ————— FROM Aug 2005 TO Jan 2009

- Improved **labor-management relations** through timely grievance resolution, resulting in a **notable decrease in industrial disputes.**
- Maintained **accurate statutory records and compliance** with labor laws, enabling **smooth inspections** by government authorities.
- Managed **contractor registration and workforce documentation**, achieving **100% legal compliance.**
- Supported **recruitment and induction programs**, accelerating onboarding timelines and enhancing workforce readiness.

MURLIDHAR RATANLAL EXPORT PVT LTD.

TRAINEE WELFARE OFFICER ————— FROM Jan 2000 TO Jun 2005

- Assisted in **employee welfare and grievance resolution**, improving plant-level satisfaction and workplace harmony.
- Ensured **statutory compliance** under PF, ESIC, and Factory Act, supporting timely submissions and audit readiness.
- Coordinated **contract labor documentation and verification**, ensuring 100% compliance with legal and company norms.
- Supported **recruitment, induction, and training logistics**, streamlining HR operations and workforce integration.

PERSONAL DOSSIER

Date of Birth: 08th Jan 1976
Father's Name: Shree Prem Shankar Pandey
Marital Status: Married
Perm. Address: Village: Sahid Gaon, P.O.:Sahid Gaon, Dist.: Varanasi (U.P.)