

# Dipak Kumar Pandit

Manager

Human Resource & Administration

LinkedIn: <https://www.linkedin.com/in/dipak-kumar-pandit-989b232b9/>

## PROFILE SUMMARY

Aspiring for challenging assignment in **Strategic Human Resource Management** with a reputed Organization, Skilled in screening & hiring through various sources ( Naukri, Indeed, LinkedIn , & Times jobs etc), Organize recruitment process to build cross-functional team, Strengthen cordial relationship with the employees and ensure Labour Laws, Factories Act along with Payroll & Compliance.

- A dynamic HR Professional with over 14+ years of experience in Recruitment, Training & Development, Employee Engagement, Grievance Handling and Compensation & Benefits
- Experienced in making of Organizational Policy, its implementation & issuing of appointment Letters to new hires.
- Collaborate with the Department heads to understand the hiring needs and define job requirement.
- Develop, Implement & harmonized talent acquisition plans with organizational growth & business expansion strategies
- Communicate with the Business Development Team and applied Business Strategies.
- Expert in recruitment process with modern recruitment tools & Job portals like Indeed, Naukri , Linked In, AI & ATS Platforms.
- Implement HR Policies, carried out training programs towards enhancing employee's productivity.
- Collaborate with the employees regarding the work place issues and resolving the issues through the clear communication.
- Ensure full compliance with all applicable Labour Laws like PF, ESI, Bonus & Gratuity.
- Proficient in HRMS, Zoho Recruit, Zoho Payroll & Ms.Office Suite.
- Have Excellent communication, interpersonal & leadership skills.

## WORK EXPERIENCE

### Manager- Human Resource & Administration

Nov,24- Present

#### ISSAC TECHNOLOGIES PVT. LTD - KOLKATA , WEST BENGAL

- Develop & Executed HR Strategies and lined up with overall business objectives.
- Oversee the end to end recruitment cycle, training and development on-boarding & issuance of appointment letters to the joiners.
- Assure and find the new manpower requirement after communicating with the departmental heads, improving workforce planning accuracy by 30%
- Justify and keeping the Attendance & Leave record on daily & monthly basis.
- Preparation of Salary Sheet of every month for entire employees & make sure the salary disbursement in time.
- Managing & proper reviewing of the Travel Allowance (TA) Sheets of the Field Staffs on a weekly & monthly basis.
- Assisted departmental heads and schedule performance evaluation systems, improving employees development & internal growth opportunities by 25%.
- Address employee concerns related to their leaves, salary and handling employee relation, grievances and disciplinary actions.
- Established compliance with Labour laws and organizational policies with Govt. & PF Consultants, improving accuracy of PF & Labour filings by 35%.
- Design & applied compensation or salary structure in the organization with other benefits.
- Secure company assets, registers and files related to Employees records and statutory documents.
- Oversee the entire office administration and employee engagement.
- Analyzed the entire payroll & ensure the Labour Laws and Compliance.
- Scheduling Office meetings and fix-up the appointment with the delegates.

## PERSONAL INFORMATION

✉ **Email**  
dipakkrpandit84@gmail.com

☎ **Mobile**  
+91 9903365118

📅 **Total work experience**  
14 Years 5 Month

## KEY SKILLS

- HR & Organizational Policies
- Talent Acquisition & Strategic Hiring
- Recruitment Lifecycle
- Performance Appraisal
- HR Metrics, Analytic & Reporting
- Grievance Handling
- ATS & Zoho Recruit
- HRMS & Zoho Payroll Software
- Labour Law Compliance
- MS.Office, Advance Excel
- Google Sheet

## EDUCATION

2011 M.B.A (H.R.M)  
Sikkim Manipal University (SMU)

2006 B.SC (Bio-Science)  
Calcutta University

2005 Advance Diploma in Software  
Technology  
CMC

## CERTIFICATION

- HR Management Assessment  
Learn Tube by Career Ninja
- Master Certification in  
Compensation & Benefits  
by Keka Academy
- Generative AI, Recruiting & Talent  
Acquisition by LinkedIn

## OTHER PERSONAL DETAILS

**City** Kolkata  
**State** West Bengal  
**Country** INDIA

## LANGUAGES

- English
- Hindi
- Bengali

### Manager- HR & Admin

March,2017- Nov,2024

#### ATM SOFTEK (IT Development & Services) - KOLKATA , WEST BENGAL

- Developed and enforced HR strategies and initiatives matched with the overall business strategy.
- Collaborated with department the and understand hiring needs and define job requirements.
- Handled the entire recruitment, selection and on -boarding process in the organization
- Develop, update and administered HR policies and procedures in compliance with legal requirements.
- Communicated with Business Development Team , implemented Business strategies and ensure 20% business improvement.
- Negotiate job offers, salary packages, and benefits with candidates, ensuring with the company policies
- Monitored and ensure compliance with labour laws and company policies.
- Carried-out performance appraisals and provided the feedback to employees to support their career development.
- Design and performed training and development programs to enhance employee skills and performance.
- Facilitated the generation and submission of PF & ESI challans through the Statutory portals,ensuring timely & compliant payment.

### Admin & HR Executive

Nov,2010- July,2015

#### ROSE VALLEY MARKETING INDIA LIMITED - KOLKATA , WEST BENGAL

- Coordinated Recruitment & selection for the Organisation along with agents or associates.
- Deployed HR Policies & launched training & development programs to strengthen organisational capabilities & improved employees productivity by 20% .
- Kept all records like, Employees data, Official documents & registers and scheduling Organizational meetings
- Organised employee engagements and ensuring prompt resolution of employee grievances.
- Taken care of orientation programme , there by ensuring all new hires receive gratifying on-boarding experience.
- Leading employee training & development division by monitoring competency grids and performing skill
- Oversaw talent acquisition, recruitment strategies and workforce redeployment..
- Monitored performance, identified skill gaps and enabling earning & capability building programs for performance enhancement & estimation.
- Preserved all official documents & kept records of Room rent, Electricity bills, Computer purchase and other files.

### Admin Executive

Feb,2009- April,2010

#### NEI TECHNOLOGIES PVT. LTD - MUMBAI, MAHARASHTRA

- Well-versed in administrative tasks with comprehensive knowledge of complete recruitment and training programs, resulting in 25% improvement in hiring & training outcomes.
- Sourced & short listed resumes from different channels (Job portal, internal referrals, Naukri, LinkedIn , etc.)
- Scheduled 250+ Interviews, conducted salary negotiation & issued 60+ offer letters to selected candidates achieved a highoffer acceptance rate.
- Supervised Business strategy & looked after entire Official needs.
- Upheld all helplines Numbers for the customer service & satisfaction.
- Looked after records of Employees and all official registers.
- Collaborating with HO office for official needs for business growth.
- Interacted with clients for business, resolving issues & release of payments.
- Sent monthly business report,attendance sheet report to H.O.Office.