

Curriculum Vitae

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PRABAL KANTI CHAKRABARTY

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Profile Synopsis

Human Resource professional with 15 years of progressive industry experience. Associated with large group in India and assigned into increasing levels of responsibility. Areas of expertise include Recruitment & Selection, Employee Induction, Compensation Benefits, Payroll, Training Implementation, Public Relation, Performance Monitoring, Employee Relations-Welfare, Organizational Development and Employee Engagement Activities. Excellent competency in providing administrative support to senior management and across the organization. Enthusiastic and extremely motivated individual with proficiency in using latest computer applications, performing under work pressure, facing challenging situations and performing in a multicultural work environment. Possesse xcellent communication, inter personal and problem solving skills.

Strengths

- Experienced and Competent in HR & Admin
- Payroll & compensations expertise
- A dept in task delegation-teambuilding
- Working Experience in ERP
- Safe keeping of employee files
- Knowledgeable with recruitment procedures
- Strong command over administration
- Good interpersonal & customer relation skills; tact to deal with multi cultural customers
- Competent-honest-dedicated HR professional

JOB RESPONSIBILITIES ::

Recruitment/Selection/Joining:

- ❖ Sourcing, screening & interviewing prospective candidates.
- ❖ Doing reference Checks.
- ❖ Generation of offer letter.
- ❖ Doing Joining formalities & generating appointment letter within 14 days of joining date after checking the document status.
- ❖ Generating employee codes and intimating the same to the joiners
- ❖ Maintaining Joining tracker and documents pertaining to the joiners.
- ❖ Salary Account opening of the joiners
- ❖ Post generation of employee-code drop a mail to IT dept to create their email account and ensure its done within a day
- ❖ Sending Joining Mailers
- ❖ ID Card & Access Card issuance
- ❖ Allotting corporate sim & Slab creation for the same according to employee band & work requirement.

Training & Development:

- ❖ Giving Induction Training
- ❖ Identifying training needs of existing employees and accordingly arranging the training programme

Compensation/Appraisal:

- ❖ Salary & Attendance processing.
- ❖ Leave card updating.
- ❖ Maintaining OD forms & Roasters.
- ❖ Managing effective performance appraisal system at the time of annual increment and periodical appraisal.
- ❖ Generation of Confirmation letter based on the monthly review of employees.

HRM:

- ❖ Maintaining ESI Documents & coordination with Head Office ESI Department.
- ❖ Handling employee mediclaim policy.
- ❖ Coordinating with the HODs.
- ❖ HR MIS & Record Keeping.
- ❖ Creation of all kinds of HR form
- ❖ Discipline Management.
- ❖ Exit and clearance formalities
- ❖ Vendor Management
- ❖ Implementation, updating and Developing HR policies as per the requirement of the management.

Employee Welfare Activity:

- ❖ Organizing employee engagement activities like picnic and events like Christmas celebration, Birthdays.
- ❖ Organizing free health checkup for our female employees on Women's Day

Statutory Activity

- ❖ Calculation of P.Tax, Generate online challan & Return.
- ❖ Calculation of ESI, generate online challan & deposit into Bank
- ❖ Calculation Provident Fund, generate online challan & deposit into Bank
- ❖ Calculation of Gratuity, Bonus, Leave Encashment.
- ❖ Calculation of Full & Final Settlement.

Administration Activity

- ❖ Handling a team of admin, transport, facilities, travel.
- ❖ Handling of company provided mobile CUG connection.
- ❖ Manage and order supplies within the budget guidelines of the organization.
- ❖ Fully Handling Setting up new Office & Office Shifting in new location.
- ❖ Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery ; approving invoices.
- ❖ Co-ordination and maintenance of systems related to Housekeeping.
- ❖ Handling complete Facilities and infra structure of office and liaising with contractors and interiors for the same.
- ❖ Vendor Management
- ❖ Facility maintenance and management.
- ❖ Arranging meeting / seminar / get together / party / picnic / farewell etc.
- Maintenance of Office Guest house in Kolkata

Organizational Experiences

1. **WORKING as Assistant Manager Payroll in ESKAG Sanjeevani Pvt Ltd**

Company Profile : A renowned Multi Super speciality Hospital having 4 Hospitals in West Bengal and 24 nos of PPP units all over India.

Tenure : June 2022 to till date

2. **Worked as HR Manager in Imperial Frgrances & Flavours Pvt Ltd,**

Company Profile : A renowned cake manufacturing unit having 4 Outlets with a Manufacturing units in last 10 years.

Tenure : From December 2018 to June 2022

3. **Worked as a Manager-HR & Administration in India Tyre**

Company Profile:

India Tyre is a renowned Rubber Manufacturing Unit (Sister Concern of Ruia Group). Having 2 Manufacturing unit in India. At Chennai there is a Manufacturing unit of V-Belt & Conveyor Belt.

Tenure: From May 2015 to December 2018

4. **Worked at Manager-HR/Admin in Austin Distributors Pvt Ltd.**

Company Profile:

AUSTIN is a renowned and Oldest Distribution House in Automobile Industry. Austin is the Distribution House of Ambassador, FIAT, Royal Enfield & Hyundai having total strength of 1250 employees.

Tenure: From November 2010 to May 2015

5. **Worked at Assistant Manager-HR/Admin in Mahua Media Pvt. Ltd**

Company Profile:

Mahua Media Pvt Ltd is a Century Communication Group of Company having two wings 'Mahua Bangla' & 'Mahua Khobor'. Mahua Bangla 24 hours general entertainment channel and Mahua Khobor is a 24 hours bengali news channel having total strength of 450 employees.

Tenure : From August 2007 to October 2010

6. **Payroll Executive at Brainware Consultancy Pvt Ltd**

Company Profile:

Brainware, the leading IT Solutions Company, is known for its pioneering work in the field of IT education, Web and Multimedia. It has got a vast education delivery network of around 100 centres across the country, blends classroom and distance learning.

Tenure : 1st Dec 1998 to 30th July 2007

Personal Vitae

Father's Name: Lt. S K Chakrabarty

Marital Status: Married

Language known: English, Hindi, Bengali

Educational & Professional Qualifications:

- Completed B.Com(Hons) from Calcutta University
- Completed the Diploma Course in DTP from Ramkrishna Mission
- Completed the Certificate Course in FA from Ramkrishna Mission
- Completed the PGDCA from the British Institutes
- **MBA** in HR from **IGNOU**

Knowledge in Software:

- Application Software like **MS Office, Tally 9.0,, MS-Office, Excel, Word, Star.**
- DTP Software like **Corel Draw, Page Maker, Photoshop,**
- Programming knowledge in **Basic, COBOL, D-Base, FoxPro, Lotus etc.**
- **ERP** Microsoft Dynamics (Axapta), HRMS Software & SANSFA.

Date:

Place: Serampore