

CURRICULUMVITAE



SANJAY SINGH

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Aspiring for challenging assignments at senior Management Level in HRM / Industrial Relation / Personnel Management with an organization of high repute

PROFESSIONAL SNAPSHOT

◆ Human Resource Management	⇒ A seasoned administrator with overall 25 years of experience in HRM & IR, Recruitment, Performance Management, Compensation & Benefits, Welfare, Organizational Development and General Administration, Asset Management, Housekeeping, Security, Office Management & Statutory Compliance.
◆ Training & Development	
◆ Performance Management	
◆ Recruitment / Selection	☐ Currently associated with M/S Global Seamless Tubes & Pipes Pvt Ltd, Nowpala, Bagnan, (W.B) as AGM – IR.
◆ Employee Welfare	☐ Experience in implementing HR & IR Systems and Policies, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.
◆ Compensation Management	☐ Sound knowledge of various Statutory Acts as well as interfacing with Regulatory Authorities.
◆ Administration	☐ Excellent skills in communication, presentations & mentoring.
◆ Statutory Compliance	

EMPLOYMENT SCAN

A) Working as AGM - IR with M/s Global Seamless Tubes & Pipes Pvt. Ltd, Manufacturer and Exporter of Seamless Tubes & Pipes at Nowpala, Bagnan, Howrah, (W.B) since 12.05.2025 with job responsibility Recruitment, Drafting of HR Manual, SOP's, HR formats, Renewal of Statutory Licenses and Returns, Manpower planning and deployment, Taking care of all IR activity, House Keeping, Liaison with Govt. & Non Govt. Organization, Contract Labour Regulations (CLRA) related work, Assist the management to maintain good industrial relation of the unit.

B) Worked as Sr. Manager – Personnel & Admin with M/s UAL-BENGAL, (Prop:- Ual industries Ltd) Manufacturer of Corrugated cement sheet) Vill.: Tungadhowa, Dist: - Jhargram, Pin-721513, (W.B) since 02.08.2024 to 11.05.2025 with job responsibility Shop Floor Administration, Labour & Staff Training as per TNI, Taking care of all IR activity, Cost minimization, KRA & PMS, House Keeping, Manpower planning, Liaison with Govt. & Non Govt. Organisation, Contract Labour Regulations (CLRA) related work, CSR activity.

C) Worked as Manager – IR, Welfare & Admin (Grade E6) with M/S Hindusthan National Glass & Industries Ltd, & Admin 2 Panchu Gopal Bhaduri Sarani, Rishra, Hooghly, (W.B) Pin- 712249. (Manufacturer and Exporter of Glass Bottles/ Containers) from 28.01.2019 to 01.08.2024 with job responsibility like All Statutory Compliances , Welfare Activities, Wages & Salary administration, Shop Floor Administration, Labour & Staff Training, House Keeping, Implementing HR policy, Manpower planning, Liaison with Govt. & Non Govt. Organisation, Contract Labour Regulations (CLRA) related work, All Admin related work.

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D). Worked as **Asst. Manager (IR & Administration) with M/S PATTON INTERNATIONAL LTD** (FALTA WORKS) Falta SEZ, Sector-II, Falta, Dist- 24 PGS (S), (W.B) PIN-743504, (Manufacturer and Exporter of Engineering Goods) from 20.08.2007 to 27.01.2019 with job responsibility like Wages & Salary, All Statutory Compliances, Shop Floor Administration, ISO & WCA Audit related work, Training & Development, Negotiation with Union body, House Keeping, Liaison Work, Implementing 5S, Production norms setting with Time study, Contract Labour Regulations & All Admin related work.

E) Worked as **Administrative Assistant with M/S Bina Udyog Pvt. Ltd** at Jalan Industrial Complex, NH-6, Howrah (W.B) from 12.05.2004 to 19.08.2007, Supervising Time Office, Wages & Salary Administration, Housekeeping, ISO Training, Local liaison work, Excise on ACE-5 package, Filehandling

F) Worked as **Administrative Assistant with M/S Sai Industries Pvt Ltd** (100% EOU) (Manufacturer & Exporter of PP woven sacks / fabrics) at Falta Special Economic Zone, Sec - 1, Falta, 24 pgs(s), (W.B) from 25.07.2000 to 11.05.2004, with areas of responsibilities like Wages & Salary, Manpower Planning, Record keeping, Housekeeping, Shift Arrangement, Entries in Customs-registers and formalities of Export & Import CT3, ARE-1.

SCHOLASTICS

- **Graduation** from Kolkata University, in the year 1995.
- **Post Graduate Diploma in Personnel Management (PGDPM)** (Equiv to MBA) from National Institute of Personnel Management (NIPM –Kolkata Chapter) in the year 2000.
- **Diplomain Computer Application** (DCA-1Yr) from College Computer Center, in the year 1995.
- **LLB** from VKS University in the year 1998.

Personal Details:

Fathers Name : Sri Lalan Singh,

Address : Flat NO-302,10/A/1 R B C Road, Rishra ,Hooghly, (W.B), Pin-712248.

Date of Birth: 1st January, 1973.

Marital Status: Married

Present CTC : Rs.12.05 Lacs per annum.

Expected CTC: Negotiable

Date:

Place: Rishra, Hooghly(W.B)

Sanjay Singh