

SHIBABRATA ROY

Flat No.401, 36/1 A.K. Mukherjee Road,
Noapara, Kolkata
West Bengal- 700090.

DOB: 09/05/1984
shibabrata.roy1984@gmail.com
+91-8918479866

Summary

Enthusiastic HR Generalist with 13 years of experience in HR roles. Proven skills in Recruitment, Talent Acquisition, Employee relation, Performance management and office Administration. Achieved 50% increase in Employee retention. Skilled in developing HR policies and ensuring compliance with employment laws.

PROFESSIONAL SUMMARY

A total of 14 years of Professional Experience in the field of HR and Administration.

Experience (HR) – 13 Years

Working with IIMS (Bharat Benz Trucking) a C K Birla Group of Company as Sr. Officer (HR & Administration) since June'2024.

Worked with **Rajendranath Group of College** as HR Manager from Jan'2024 to May'2024.

Worked as Recruitment and Operations Manager in **E Service Consultants** from Aug'2016 to Dec'2023.

Worked with **Vibgyor Gold Ltd** as **Manager (HR & Administration)** for U.P. location.

Worked with **SWG Car World (Authorized Maruti Dealer)** as **Manager (HR & Administration)** from Oct'2013 to Dec'2014

Worked with **Vedic Synergy Biotechnology** as **Asst. Manager (HR & Administration)**, Nov'2011-Feb'2013.

Worked with **Electrotherm India Ltd. (Kutch)-Steel Division** as **HR Office**, Aug'2010-Oct'2011.

Worked with **Wipro BPO (Kolkata)- British Telecom** as **Associate** for 9 months.

WORK EXPERIENCE

IIMS (Bharat Benz Trucking)

Sr. Officer – HR & Administration

Key Responsibility:

- *Recruitment for different positions. Joining & Exit Formalities and Induction process.
- *Manpower planning and Talent acquisition. Rewards and recognition of employees.
- *Payroll Management for the contractual employees. Basic Office Administration and Vendor management.
- *Formulation and application of Performance Management System.
- *Employee engagement, Incentive Calculation and Monthly Activity Data.
- *Exit Process & Vendor management.

Rajendranath Group of Institution

Manager – HR & Administration

Key Responsibility:

- To handle the day to day recruitment cycle, Responsible for taking the interviews, Screening, Hiring & short listing the candidates.
- Joining formalities of new employees, Induction and orientation of new joiners.
- Payroll - Attendance, Leave management of the employees (both full time and Part time).
- Employee Confirmation report, Performance Appraisal process of employees.
- Manpower planning and Grievance management.
- Exit process and general administration of the group of colleges.

E Service Consultant – Operational Manager(Recruitment)

HR Consultant firm operating in Durgapur, Asansol and Siliguri with key responsibilities:

- Client visit for Recruitment Tie-ups.
- Maintain good relation with the Clients.
- Data screening from Job Portals and social media platform.
- Managing a team of 5 recruiters. Overall Administration of the firm.
- Regular Follow-up for closing of available vacancies and payment collection.

- *Managing Job Portals, Job distribution and Planning.*

VIBGYOR GOLD LTD.

Manager - HR & Administration

Key Responsibility:

- Setting up new branches for business expansion throughout Uttar Pradesh.
- Regular visit to existing branches for HR and Administration matter.
- Vendor negotiation and legal formalities.
- Recruitment cycle, Induction and training, Employee counselling.
- Performance Appraisal, Rewards and recognition of employees and Manpower planning.
- Monitor attendance and Payroll system of different branches of the company in Uttar Pradesh.

SWG CAR WORLD

Manager - HR & Administration

Key Responsibility:

- Handled the Recruitment Cycle and Exit process of employees.
- Visiting to different branches regularly for HR and Administration and legal matters.
- Preparation Monthly and quarterly headcount and hiring report.
- Overall HR function and Administration of the Dealership including 5 Branches.
- Performance Appraisal, Rewards and recognition of Employees, Induction and Training
- Union negotiation, Vendor negotiation, Contractor dealing.
- Monitor attendance and Payroll system of various group of employees.
- Grievance handling and dealing with Govt. bodies like PF, ESI, labour dept.
- Manpower planning and Exit formalities.

SYNERGY BIOTECHNOLOGY LTD

Asst. Manager (HR & Admin) and Import & Export in-charge

Key Responsibility:

- Recruitment process. Joining and Exit formalities & Manpower planning.
- Overall HR & Administration function of the company
- Payroll management direct and contractual employees.
- Employee redressal, Payroll System and MIS.
- Looking after transportation system & security System.
- Dealing with the Unions.
- Preparing ID cards, Bus passes, Bank Formalities and joining formalities for employee.
- Material management & Purchase order generation.
- Import & Export In- charge.

ELECTROTHERM INDIA LTD.

HR Officer

Key Responsibility:

- Manpower planning with coordination with departmental H.O.Ds.
- Sourcing candidates from job portals (Naukri, Monster, Times jobs) and local job market.
- Visiting different ITI institutes for campus hiring.
- Calling the candidates & interviewing them (initial rounds- verbal, written & computer skills
- Training engagement activities.
- Conformation of employees.
- Joining Formalities.
- Ensuring 100 % issuance and preparation of Offer letter, Appointment letter, Appraisal letter, Promotion letter, Termination letter etc.
- Basic Admin Activities.
- Associated with the project of new punching and attendance system in SAP.

SUMMER INTERNSHIP PROJECT

- Project on 'Employee Compensation and Welfare benefits in cases of accidents inside & outside the plant & causes of accidents at Alloy Steel Plant, Durgapur (A unit of SAIL).
- Project on Human Resources policies in DCL.
- The recruitment and selection process of SAIL.

QUALIFICATION	INSTITUTE / UNIVERSITY	YEAR
Master of Business Administration(HR)	National Institute Of technology, Durgapur.	2010
Bachelor of Arts	Durgapur Government college, Burdwan university	2006

Interests	<ul style="list-style-type: none">▪ Creative writing.▪ Reading Story books▪ Computer Games.▪ Playing Cricket
Skills	<ul style="list-style-type: none">▪ Computer Skills: Microsoft word, power point and excel▪ Human Resource Planning, Recruitment, Talent Acquisition▪ Performance Management, Payroll.▪ Industrial Relation, Labor laws and Administration.▪ Sincerity, perseverance and committed▪ Quick Learner and loves to take challenging roles▪ Always a Team Player.
Achievement	Received the best CRO (monthly) award two times in WIPRO BPO

PERSONAL INFORMATION

Father's Name: Lt. Sankar Roy
Nationality: Indian
Alternate Email id: shibabrata.roy1984@gmail.com
Alternate Phone no: +918918479866
Permanent Address: 1/3 Micheal Sarani, Subhash Pally, Benachity, Durgapur-713213(WB)

Date:

Place: Kolkata

(SHIBABRATA ROY)