

CURRICULUM VITAE



MRINAL CHATTERJEE **HR Professional**

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nilmrinalchatterjee@gmail.com

Durgapur, in

Astute and exceptionally dedicated professional with 11+ Years of experience in human resource management operations. Equipped with solid commitment to providing high quality support to the management for consistent growth and development of human resources of diverse companies. I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, HR experience, and qualifications would make me a perfect fit for your Human Resources position, and would also allow me to refine my skills in a new working environment.

Skills & Competencies

- ✦ Recruiting
- ✦ Onboarding
- ✦ HRIS
- ✦ Payroll Management
- ✦ Statutory Compliance (Minimum Wages, EPF, ESIC)
- ✦ SAP ,Saral Paypack,Saviour
- ✦ Web portal updating
- ✦ Compensation Benefit
- ✦ Employee Relations
- ✦ Director of Factories
- ✦ CLRA

Activities

- Employee Induction & orientation / Entry and Exit formalities.
- Maintain and update personal records of all employees of the organization which includes appointments, confirmations, promotions, Gradation, leave records, daily attendance etc.
- Working out the compensation plan and policies and look after statutory compliances like EPF, ESIC , WC , PT, Bonus, Gratuity, Minimum Wages, Shops & Establishment, MOU.
- Pay Roll Management / Over Time Wages / Preparation CTC
- Contract labour management
- Final settlement of employees.
- Overseeing as per Factory Act'1948

Professional Experience



Shalimar Group
Designation: Manager – HR
Location : Galsi West Bengal
Duration: Jan'25 till

Responsibility:

- Recruitment and Onboarding: Managing the entire recruitment process, from sourcing candidates to onboarding new hires
- Employee Relations: Addressing employee grievances, resolving conflicts, and fostering positive relationships between employees and management
- Compliance: Ensuring adherence to labor laws, company policies, and safety regulations.
- Training and Development: Developing and implementing training programs to enhance employee skills and performance
- Compensation and Benefits: Overseeing salary structures, bonus programs, and employee benefits
- Performance Management: Conducting performance appraisals and providing feedback to employees
- Safety and Health: Ensuring a safe working environment and implementing safety programs
- HRIS Management: Maintaining accurate HR records and utilizing HR software
- Strategic HR Planning: Partnering with plant leadership to develop and implement HR strategies that support business goals

- Budgeting: Creating and managing the plant's HR budget
- Union Relations: In some cases, managing relationships with unions and negotiating collective bargaining agreements
- Local Administration and Statutory official Governing bodies (pollution, PF ESI etc)
- Communication: Communicating HR policies and procedures to employees and management
- Plant discipline related actions and correspondence
- Plant Administration (Canteen Management, Labour, Staff Quarter
- Oversees the CLRA



BDG Group BDG Metal & Power Ltd.

Designation : Dy.Manager – HR

Location : Bankura West Bengal

Duration : June'22 to Dec'24

Responsibility :

- Target and acquire talent that fills a certain niche within a boutique management.
- Manage companywide sourcing campaigns through networking events , social media, job boards portals and university career fairs.
- Managed the candidate experience by being the initial contact, moving candidates through the interviewing process, prescreening, and maintaining the recruitment pipeline.
- Maintain the MRF (Manpower Requisition Form) with the respective Department HOD's with Approval.
- Maintain the Org Chart while recruitment Process.
- End to End Selection and Recruitment of On Roll employees- Joining to Exit
- Payroll Process
- Processing offer letter, Appointment letter, Trainee Letter of employee.
- All Statutory Compliance and maintaining related document /Registers
- Contractor Labour Attendance And Billing (CLRA)
- Issuing work order, Form V to Contractor ,Labour license from Contractor .
- Amendment of Contractor in Form I . , Change in Directories of factories in Manpower & power .
- PF Enrollment of New Employee, ESI creation of New Employee, TIC Form, Form 11, Form 1,
- Maintain the Muster Roll Form.
- Performance Management System in alignment with Departmental HOD & corporate HR Team.
- Overseeing employee Health (Sec11-20) & Welfare(Sec42-50) Activities with reference to Factories Act,1948 and rules framed there under.
- Overseeing safety measures Sec(21-40) as per factories Act,1948and rules framed there under
- Factory Return in the month of January every Year
- Maintaining Form -13
- Maintaining the accident Register From 24
- HR Budget Preparation and it effective implementation and monitoring
- HR Audit of Manpower
- Driving Employee Engagement activities and Reward & Recognition Scheme.
- Administration of Security activities and overseeing safety measures as per factories Act,1948 and Rules framed there under.
- HR Budget Preparation and its effective implementation and monitoring.
- Periodical HR Audit of Manpower
- Plant discipline related actions and correspondence.
- Reward and Recognition Activities such as " Star Employee of the Month" , Production Champion
- Employee Engagement Activities .
- Tree Plantation Programs Activities
- Organized Safety Programs in the 1st Week of March every Year -



Ambey Mining Pvt Ltd. (AMPL well known name in coal industry, executing MDO and contractual work in PAN India bases under Coal India Limited from last 30 years. Website: www.ampl.in)

Designation : Assistant Manager - HR

Location : Durgapur - West Bengal

Duration : Mar'17 to 5th June'22

Responsibility:

- Develop and implement company -wide recruitment strategies.
- Support company wide staffing strategy for internal promotion.
- Manage recruitment process including sourcing through on boarding for site1 and corporate position.
- Knowledgeable in negotiating wages rate and other terms of employment with candidates based upon
- Documentation & Co- ordination
- Joining formalities of new joiner on an average of 170 employee per month
- Maintaining monthly HRIS
- Payroll Process SAP HANA & Saral Pay Pack
- Processing offer letter, Appointment letter and Bond of employee
- Attendance & salary Administration for on Roll Employee
- Responsible for creating JD, Selection, Interview process of candidates.
- Releasing Offer Letter, Appointment Letter, Pre-Joining Activities, Joining, Joining Documents closure, Employee Records, Preparing of Bonds of Employee
- All operation process related to Exit Management Which Includes – No dues Clearance , Full &Final , Relieving Letter.
- Maintaining Monthly report of all Operation Process including Creation of UAN and ESIC.
- Visit Sites Related Activities Compliance, Submission wages to principle Employer



Jai Balaji Industries Limited (Leading steel industries in Eastern India)

Designation : Executive – HR & Admin

Location : Durgapur, West Bengal, India

Duration : Jan'2015 to Feb'2017

Responsibility : Recruitment, Onboarding, Bulk Hiring of DET, GET.

- Joining formalities
- Monthly HRIS report(Addition, Deletion, Cost Centre Report)
- Maintain Dossiers
- Salary Processing in Payroll Software- savior
- Appraisal of the Trainees and trainees' confirmation process
- Report to be maintain of bonus Calculation, Total Earning, LWF
- Salary Administration for On roll employee and generate salary sheet
- Conducting interviews .
- Making approval from HOD & MD of hired Candidates

**Maruti Suzuki India Ltd (under Dealerships)**

Designation : Executive – HR & Admin
Location : Durgapur, West Bengal, India
Duration : Jan'2013 to Jan'2015

Responsibility :

- Recruitment, Onboarding,
- Attendance Monitoring, Biometric Attendance Processing
- Bonus, Incentive preparation.
- Leave management
- Coordination with Maruti Suzuki India Ltd. of Training and Development of Sales team.
- Award and Recognition in.
- Ensure immediate closure of complaints and root cause analysis.
- Ensure counseling of poor performing sales executive on sales satisfaction through Team leader and Outlet Head.
- Ensure that SSI (sales satisfaction index) related issues are highlighted.
- Ensure that customer care team is properly trained.
- Ensure review of dealership customer care process through monthly presentation in presence of G.M, S.M.
- Ensure that Dealer Owner/ CEO/ GM is aware about the performance of the dealership on sales satisfaction.
- Ensure root cause analysis of all complaints
- Ensure that all staff is well groomed & in proper uniform.
- Update and send daily report & review presentation to MSIL on regular monthly basis.
- Maintained the daily attendance

ACHIEVEMENT

- Awarded best Customer Care Team (2013-2014& 2016).
- Conducted two campus interviews (Written & Viva) at Kannayapur ITI & Raghunathpur ITI.
- Promoted to Asst Manager on the year April 2018

ACADEMIC & PROFESSIONAL AFFILIATION

- PGD in HRD & Labour Welfare from West Bengal Labour Institute 2024
- MBA in HR from SMU 2014-2015 with 70 %
- PGDM in HR from Ministry Of Labour (NCVT)2013-14 with Distinction
- Graduation B.A English 2010 with 68%
- ADITA(Diploma In IT from Govt of West Bengal) 18 Months 2008 With A Grade
- 12th Passed from W.B.C.H.S.E 2007 with 63%
- 10th Passed from W.B.S.E 2005 with 63.83%

Technical Skill

- SAP–S4HANA HCM
- Saral Pay Pack -Relyon Software
- Saviour Payroll Management
- Fundamental Basic (MS-Word, Well versed with Microsoft-Excel (Formulas-Date, V-lookup etc.)
- Internet Concepts. Having Good knowledge in excel Formulas & as well as shortcuts.

Personal Information	
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Father's Name	: Prokash Chatterjee
Date of Birth	: 21 st Jun' 1989
Address	: Sagarbhanga Colony, Durgapur Paschim Bardhaman, PIN - 713211
Religion	: Hinduism
Language Known	: English, Hindi, Bengali
Gender	: Male
Material Status	: Married

Declaration

I hereby declare that all the above mentioned information furnished by me are true and correct to the best of knowledge & belief.

Date: - 23/04/2024

Mrinal Chatterjee