

ANGSUMAN CHAKRABORTY

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PROFESSIONAL SUMMARY

Results-driven professional with 25+ years of comprehensive experience in PF & Statutory Compliance, HR Administration, Central Excise, Stores & Inventory, and Industrial Relations within large-scale manufacturing environments. Proven track record managing end-to-end employee benefit programs, union dispute resolution, and regulatory compliance for a workforce of 4,500+ employees. Adept at liaising with government authorities, streamlining administrative processes, and supporting senior management with MIS reporting and policy implementation.

CORE COMPETENCIES

PF/EPF Compliance & UAN Management | ECR Preparation & PF Claims Processing | Central Excise & Service Tax | Stores & Inventory Management | HR Administration & Staffing | Industrial Relations & Union Dispute Resolution | Employee Performance Appraisal | Government Liaison & Public Relations | Payroll & Pay Fixation | MIS & Reporting

PROFESSIONAL EXPERIENCE

HINDUSTAN CABLES LIMITED — *Rupnarainpur, West Bengal*
Public Sector Undertaking (PSU) | Manufacturer of Telecommunication Cables

Assistant Material Chaser | 1995 – January 2017

- Managed PF compliance for exempted trust and un-exempted establishment, including UAN generation, ECR preparation, and monthly contribution estimation.
- Processed PF, pension, and retirement claims for individual employees; successfully completed retiral benefits for 4,500+ employees alongside exit interviews.
- Handled Central Excise compliance: input credit of excise duty & service tax, tax invoice preparation, ER1 returns, and ST3 returns.
- Supported litigation before Excise Authorities and CESTAT in coordination with corporate legal counsel.
- Maintained Stores & Inventory records for Raw Materials, Finished Goods, WIP, and Scrap; prepared dispatch consignments with all outward statutory documents.
- Performed HR administrative functions including pay fixation, time-bound promotions, transfers, staffing, and individual employee performance appraisals.
- Acted as primary liaison for union dispute resolution, resolving employee and union grievances in line with Company Standing Orders and management policies.
- Managed inter-departmental communications and public relations with government departments.
- Prepared MIS reports for PF, Administration, and Accounting; maintained books for the Exempted PF Trust.

Consultant | February 2017 – April 2020

- Managed complete employee benefit processing upon VRS/Retirement for outgoing employees.
- Resolved post-retirement grievances and ensured smooth closure of all retiral entitlements.
- Provided advisory support on PF compliance, HR administration, and statutory matters.

Freelancing — *Asansol, West Bengal – May 2020 Onwards*
Self Employed – Providing Digital Marketing and Consultancy of HR / Sourcing & Statutory Compliance

EDUCATION

Bachelor of Commerce (B.Com) — Accountancy (Honours)
University of Burdwan, Burdwan, West Bengal | 1997

TECHNICAL SKILLS

MS Office (Word, Excel, PowerPoint, Outlook) | Lotus 123 | FoxPro | Online Government Compliance Portals (EPFO, Central Excise)

ADDITIONAL INFORMATION

- Age: 52 Years
- Languages: Bengali, Hindi, English
- Available for immediate joining