

SUBHANKAR DHAR

“A keen analyst with expertise in strengthening companies to lead in highly competitive situations”

Industry Preference: HR / IT/ Management



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Key Skills

Training & Development



Teaching & Tutoring



Student Relations



IT Operations



HR Operations



General Administration



Accounting Operations



Marketing Operations



Advisory & Counselling



Team Management



Profile Summary

- A competent professional with **nearly 21 years** of global experience in **HR Operations & IT Operations, Teaching & Tutoring, Training & Development, General Administration.**
- Experience of **facilitating / coaching students** by using interactive discussions & “hands-on” approaches to help students learn and apply concepts in subjects
- Merit of being registered **MBA Project Guide** of **Sikkim Manipal University**
- Exposure of working in **Cyryx College, Male’, Maldives as Management & IT Lecturer**
- Monitored network performance and ensured its maximum availability and reliability employing oversight with respect to network security for timely situational incident analysis and remediation
- Competent in all phases of the project life cycle inclusive of scoping, development, integration, deployment, testing, maintenance and production support
- Experience in all phases of Software Development Life Cycle (SDLC) entailing requirement analysis, design, development, implementation, delivery and troubleshooting
- Skills in bringing about challenging & innovative **teaching/learning** atmosphere which empowers the active learner; a high-quality student experience, through a comprehensive network of student support & guidance services and a range of social, cultural & sporting activities
- Capable of managing entire gamut of **HR Operations** like competency development, manpower planning, organization capability building, performance management, rewards & recognition
- Maintained and reconciled **accounts** as well as prepared reports; created, documented, and posted complex journal entries; recorded various intercompany transactions and cost allocations
- Effective communicator with excellent relationship management, time management, public speaking, interpersonal communication, self- motivation and strong problem solving skills



Career Timeline

**Matrix Facility
Cards Ltd.**

Jan’01 –
Dec’01

Apr’02 –
Mar’04

**Kendriya Vidyalaya
Sangathan**

H. B. Vidyapith

Apr’04 –
May’08

**Cyryx College,
Male’, Maldives**

May’08 –
Apr’10

**Sikkim Manipal
University**

Sep’10 –
Mar’16

**Maharaja Agrasen
Hospital, Siliguri**

Nov’16 –
May’21

**Aastha Hospital,
Siliguri**

June’ 21 –
Mar’ 23

**Kamti Healthcare
& Diagnostics**

Nov’23 –
April’ 24



Soft Skills

Communicator

Innovator



Education

- **MBA in Human Resource** from Sikkim Manipal University in 2012
- GNIIT (MCA) from NIIT, Kolkata in 2001
- B.Com. from Siliguri Commerce College, Siliguri under North Bengal University in 1997

Other Courses:

- E-commerce, Advance Java Programming from NIIT, Kolkata in 2001
- Post Graduate Diploma in Sales & Marketing from Bharatya Vidya Bahaman, Kolkata in 2001



Work Experience

May' 24 - Till date Pave Infrastructure Pvt Ltd, Siliguri as Deputy General Manager - HR

Role:

- Planning, organizing and managing, Work in close collaboration with all the department
- Identifying and exploring ways and initiatives to control cost and generate revenue.
- Ensure effective Implementation of policies and processes as laid down by the organization.
- To ensure 100% compliance with statutory, statistical and annual reports.
- Overall Execution of the HR strategy at the plant so as to ensure smooth, harmonious and progressive employee relations and smooth settlement of IR related issues.
- Partner with Plant HR Head and execute HR strategies to create a performance
- Manage contract labor management, ensuring compliance with Contract Labour Act and other relevant laws.
- Oversee ESI Act, PF Act, Gratuity Act, and Bonus Act implementations to maintain employee benefits.
- Handle IR issues through effective personnel management practices and union negotiations.
- Ensure labour welfare initiatives are implemented to promote a positive work environment.
- Develop strategies for HRM best practices across the organization.



Previous Experience

Nov'23 – Apr' 24	Kamti Healthcare and Diagnostics, Siliguri as General Manager
June'21 – Mar'23	Aastha Hospital, Siliguri as IT & HR Manager
Nov'16 – May'21	Maharaja Agrasen Hospital, Siliguri as IT & HR Manager
Sept'10 – Nov'16	Sikkim Manipal University as Management & IT Lecturer
May'08 – Apr'10	Cyryx College, Male', Maldives as Management & IT Lecturer
Apr'04 – May'08	H. B. Vidyapith, Siliguri as Computer Teacher
Apr'02 – Mar'04	Kendriya Vidyalaya Sangathan, Siliguri & Kalimpong as Computer Teacher
Jan'01 – Dec'01	Matrix Facility Cards Ltd., Kolkata, Guwahati as System Analyst



Freelance Experience

Since May'13 SM Group of Company, Guwahati as Executive Assistance / Director cum Adviser



IT Skills

- DOS, Windows 2007/2008, Windows NT 4.0 NT/2008 Server, Unix
- Microsoft Office (Word, Excel, PowerPoint) & Outlook
- MS Access, Sybase & Oracle
- C, C++, Visual C+, HTML, DHTML, eXtending Markup Language (XML), WML, VB Script, Java Script
- LAN, TCP / IP



Personal Details

Date of Birth:	21 st January 1978
Languages Known:	Bengali, Hindi, English & Nepali
Passport No.:	U2449347 (Valid up to 26 th December 2029)
Address:	2, Lane No. 9, Sukantapally, Ward No.-32, Siliguri-734005, Dt.-Jalpaiguri, West Bengal, India

For project details, please refer Annexure:

ANNEXURE



Projects Undertaken

Title: Solar Power Energy

Content: Solar Energy is renewable source of energy. India Govt. is giving due importance for ensuring maximum utilization of this energy.

Title: Bamboo Project

Content: Bamboo is used in different businesses like bamboo charcoal, floor mat, wall mat, bamboo gas, alcohol and many more.

Title: Store Accounting System

Hardware: P-II m/c, 32 MB RAM, 4.3 GB HDD, MS-Access

Description: The Store Accounting System is a package that has been designed to maintain a record of its customer and the related transaction in the store accounting system.

Title: Inventory Control

Hardware: P-II m/c, 32 MB RAM, 4.3 GB

HDD Software: Unix, C++, Sybase

Description: The Inventory Control is a package that has been designed to maintain a record of supplier, item and related transaction in the Inventory Control. A supplier can supply one or more items.

Title: Airways International

Hardware: P-II m/c, 32 MB RAM, 4.3 GB

HDD Software: VC++, MS-Access

Description: The Airways International is a package that has been designed to maintain a record of supplier, item and related transaction in the Airways International.

Title: Student Administration

Hardware: P-II m/c, 32 MB RAM, 4.3 GB

HDD Software: Visual Basic, MS Access

Description: Student Administration helps to improve batch transactions in a training center with user-friendly features and makes administration efficient. The Institute of Computer Technology is popular for conducting computer courses in the latest Information technology related areas.