

GOUTAM BHATTACHARYA

 Domjur, Howrah, West Bengal, India

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PROFESSIONAL SUMMARY

Senior HR & Industrial Relations professional with 19+ years of experience in Human Resources, Industrial Relations, Plant HR, Administration, and Statutory Compliance across manufacturing and industrial organizations. Proven expertise in recruitment, employee relations, labor law compliance, payroll, performance management, union negotiations, contract labor management, employee engagement, and HR policy implementation. Strong ability to align HR strategies with business objectives while ensuring statutory compliance and fostering a productive workplace.

CORE COMPETENCIES

Human Resource Management	Industrial Relations (IR)	Plant HR Operations	Recruitment & Talent Acquisition
• HR Policies & Procedures	• Employee Engagement	• Payroll Administration	• Manpower Planning
• Performance Management	• Factory Act Compliance	• ESI & PF Compliance	• Recruitment Lifecycle Management
• Training & Development	• Grievance Handling	• Labour Law Compliance	• Onboarding & Induction Management
• Employee Welfare	• Union Negotiation	• Disciplinary Proceedings	• Contract Labour Management
• Team Leadership	• Vendor Management	• Factory Administration	• Statutory Compliance

PROFESSIONAL EXPERIENCE

Senior Manager – HR & IR

Haldia Water Services Pvt. Ltd. | Haldia, West Bengal
August 2022 – Present

Key Responsibilities

- Lead end-to-end HR operations for plant functions.
 - Drive manpower planning and talent acquisition.
 - Manage employee engagement initiatives and workforce productivity.
 - Ensure compliance with Labour Laws, Factory Act, PF, ESI, and statutory regulations.
 - Handle payroll administration and HR documentation.
 - Manage industrial relations and grievance resolution.
 - Coordinate employee performance appraisal processes.
 - Identify organizational training requirements and implement learning programs.
 - Oversee vendor management and plant administration.
 - Ensure workplace safety, security, and discipline.
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Manager – HR & Administration

Sona Biscuits Limited
April 2019 – July 2022

- Managed complete HR and administrative operations.
 - Handled labour unions and industrial relations.
 - Conducted performance appraisal and employee development.
 - Implemented HR policies and disciplinary procedures.
 - Supervised facility management, housekeeping, and security.
 - Prepared job descriptions and workforce planning.
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Assistant Manager – HR & Administration

K K Polycolor Asia Limited
March 2015 – April 2019

- Managed recruitment and onboarding.
- Administered payroll, attendance, overtime, and statutory compliance.

- Coordinated with Factory Inspector, Labour Department, Pollution Control Board, ESI, PF, and other government authorities.
 - Managed canteen, facility administration, and vendor coordination.
 - Organized employee training programs.
 - Resolved employee grievances and disciplinary matters.
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Assistant Manager – HR

Mohan Bakers Pvt. Ltd.

2011 – 2015

- Managed recruitment lifecycle and onboarding.
 - Administered payroll and statutory compliance.
 - Coordinated performance appraisal processes.
 - Managed labour unions and industrial relations.
 - Implemented ISO 9001 quality systems.
 - Conducted exit interviews and employee counselling.
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HR Officer

Parekh Integrated Services Pvt. Ltd.

2007 – 2011

- Managed recruitment and manpower planning.
 - Conducted induction and onboarding.
 - Coordinated employee engagement initiatives.
 - Managed payroll support and attendance systems.
 - Conducted background verification.
 - Organized Town Hall meetings and CSR activities.
 - Coordinated training programs.
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EDUCATION

MBA (Pursuing)

IGNOU (Distance Learning)

Bachelor of Arts (Honours in Philosophy)

University of Calcutta | 2006

Higher Secondary (WBCHSE)

Secondary (WBBSE)

COMPUTER SKILLS

- MS Excel
 - Microsoft Office Suite
 - PowerPoint
 - Internet Applications
 - HTML
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KEY STRENGTHS

- Strategic HR Leadership
 - Industrial Relations Management
 - Compliance & Labour Law Expertise
 - Conflict Resolution
 - Change Management
 - Employee Development
 - Cross-functional Coordination
 - Leadership & Team Building
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PERSONAL DETAILS

Date of Birth: 21 November 1984

Languages Known: English, Hindi, Bangla

Interest: Listening to music, travelling, reading books and watching movies.

Place:

Date:

Goutam Bhattacharya