

AMITABHA CHAUDHURY

Admin & HR Officer

 **Address:** 390, R.N. Tagore Road, Bediapara, DumDum, Kolkata - 700077

 **Mobile:** +91 8135808504

 **Email:** amitabha.chaudhury@yahoo.in

 **Languages:** English, Bengali, Hindi

PROFESSIONAL SUMMARY

A thorough, steadfast, and highly seasoned Senior Admin & HR Professional with over 30 years of diverse experience across major infrastructure, pipeline, refinery, and corporate projects. Proven expertise in managing large-scale staff/labour accommodations, workforce attendance, payroll operations via ERP, vendor relations, and legal billing. Exceptional capability in liaising with government authorities, local administration, law enforcement, and public relations to ensure smooth, uninterrupted project operations.

WORK EXPERIENCE

TTC INFRA INDIA

HR / Admin Officer | *March 2025 – Present*

Project: Pango to Jorging (80 km) Road Project, Arunachal Pradesh

- Managed complete staff and labour logistics, including site-wide accommodation, catering, and daily welfare.
- Supervised daily workforce attendance management, monthly salary sheets, advances, leaves, transfers, and onboarding using ERP systems.
- Orchestrated transportation and shifting logistics for staff and labour across multiple remote site locations.
- Verified all vendor invoices against administration and catering costs before submitting them for accounting clearance.
- Maintained public relations and statutory compliance with the local Deputy Commissioner (DC) office, Gram Panchayat, and local police.
- Coordinated weekly progress and alignment meetings with the General Manager (Project) and senior site staff.

Megha Engineering & Infrastructure Ltd (MEIL)

Admin In-Charge | *January 2010 – December 2024*

Locations: Vadodara Refinery Project - IOCL (2022–2024) | Assam Renewal Project - ONGC (2010–2022)

- Oversaw multi-site camp administration, managing worker accommodations, security, and corporate canteens.
- Acted as the primary liaison for public relations with high-level external entities, including the Regional Labour Commissioner (RLC), Labour Enforcement Officer (LEO), Pollution Control Board, local MLAs, trade unions, Gram Panchayats, and Superintendent of Police (SP) offices.
- Validated complex vendor bills, contracts, and administration expenses weekly.
- Regulated secure transport and site entry-pass clearances for hundreds of executive staff and site labourers.

Berger Paints India Limited

Customer Service Manager | *January 2006 – October 2009*

- Collaborated with dealer networks to streamline supply chains and optimize high-volume order collections.
- Cultivated lasting client relationships and leveraged dealer references to boost domestic home-painting sales.
- Conducted monthly performance reviews and strategic alignment meetings with the field teams.

GULF SPIC Contracting Co. W.L.L. (Kuwait)

Admin & HR Executive | *August 2000 – August 2005*

- Managed complete biometric attendance tracking and Overtime (OT) auditing for international technicians, staff, and labour.
- Directed expat administrative operations, including passports, visa processing, gate passes, medical clearances, and local transport.
- Represented company operations in coordination with the Indian Embassy in Kuwait for employee welfare and compliance issues.

Asian Paints Home Solutions

Relationship Associate | *March 1996 – July 2000*

- Managed B2B relationships with core paint dealers to gather localized retail market intelligence and order pipelines.
- Accelerated consumer business growth through targeted reference campaigns and exceptional customer service management.

Gourav Constructions

Administrative Executive | February 1995 – January 1996

Project: Rajahmundry Pipeline Project (GAIL) at Palakolu

- Managed staff payroll data, employee canteens, attendance registers, and fundamental accounting reconciliations.

Jaihind Welding Works Limited

Administrative Executive | March 1994 – January 1995

Project: Kandla – Bhatinda Pipeline Project (IOCL) at Rajdanpur

- Controlled budget allocations for labour camps and verified vendor billing data before final accounts release.

Reliance Industrials Ltd. (Under Srinivas Patel's & Structural Pvt. Ltd.)

Administrative Executive | September 1993 – February 1994

Project: Hazira Project at Surat

- Maintained fundamental records, daily labour attendance rolls, legal memos, and coordinated with local LEO/RLC offices.

EDUCATION & CERTIFICATIONS

- **Higher Secondary Certificate (H.S.C)**
West Bengal Council of Higher Secondary Education (WBCHSE)
- **Professional Course in Mechanical Draughtsmanship & AutoCAD**
Datapro, Baroda

CORE SKILLS

- **HR & Workforce Management:** ERP Attendance/Payroll, Welfare Management, Labour Accommodations, Conflict Resolution.
- **Public Relations & Liaison:** RLC & LEO Compliance, Government Relations, Local Panchayats & Law Enforcement coordination.
- **Operations & Logistics:** Vendor Management, Expense & Invoice Auditing, Fleet & Transport coordination, Site Entry Passes.

PERSONAL DETAILS

- **Date of Birth:** 6th January 1969
- **Marital status:** Married
- **Nationality:** Indian