

CURRICULUM VITAE

ATYA NAND SINGH

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ADMINISTRATION/HRMANAGEMENT/INDUSTRIALRELATIONS

Seeking challenging assignments with a dynamic organization commensurate with my analytical and managerial skills with an opportunity for professional growth based on performance

SKILLS & PROFICIENCIES

Competent & diligent professional offering comprehensive experience of over **18 years,02 month** in HR Operations, & Industrial Relations. Currently spearheading with **Kumar Feeds & Biotech Pvt. Ltd.** Previously F-3,Industrial Area, Jasidih,Deoghar Jharkhand as **Sr.Manager- HR & Administration.**

- Deft in handling multifarious HR activities viz. Grievance handling, Disciplinary issues, preparation of HR manual and formulation of various documents. Carried out productivity improvement measures and initiated HR projects on behavior and conflict management.

Job Profile :-HR Development, Performance Appraisal, Recruitment, Manpower Planning, and Budgeting ,Training & Development, Industrial Relations ,Ensuring a Healthy working environment, Disciplinary Procedures, Salary Administration, Leave and absence recording, Accident Monitoring, Registration of new employees in PF and ESI, Acceptance of Resignation, No Dues Forms, Relieving Letter, Experience Letter, Service certificate, Full & Final Settlements, Liaison with Govt. Bodies, Statutory Compliance & Social Compliance (GOTS,OCS,GRS,BSCI.ISO), Salary & Wages, Bonus Calculation, Gratuity Calculation, Maintaining Time Records of Employees, Maintaining extra working hours records, Supervision of Employees movement, Maintaining Leave And Absence records, Salary & Wage administration, Pay Slip, Joining & Full & Final formalities, PF, ESI Formalities, Audit of Contractors Records, Canteen & Security Management, Fire Drill , Fire Mock, Housekeeping,

Consummate professional with excellent planning, execution, monitoring and resource balancing skills, attention to detail aswell as the ability to build and lead effective teams. Outstanding presentation and leadership skills.

Recruitment and Selection – Manpower Planning as per Origination recruitment, follow up recruitment and selection Process, Sourcing of candidates from Placement Agencies /Advertisement, Screening Resumes, Forward concern and Conducting Interviews, Salary Negotiation, Issuing of Offer Letter/Appointment Letter, Scheduling of Induction Program and informing about Organization HR policy, finalizing Salary Packages, Formal Induction with all Employees.

CAREER SUMMARY

Kumar Feeds & Biotech Pvt. Ltd.

**F-3,Industrial Area , Jasidih,
Deoghar, Jharkhand.**

Since Nov-2025 to Till Date....

Hemraj Industries Pvt.Ltd.

**G.T.Road,Chandul,Burdhman,
West Bengal -713141**

Since Feb-2023 to Oct-2025

- Handling Trade Union issues and grievances, abiding the Charter of Demands and in case attend the Deputy Labor Commissioner's Office. Also, actively take part in handling the Contractor and Contract Labor, as Principle Employer, as per the Contract Labor (Regulation and Abolition) Act, 1970. Monitor related Statutory Compliances
- Taking responsibility for General HR activities like, Time-Keeping, Attendance, Overtime, Leave approval, Calculate leave balance; Ensure timely salary/ wages and bonus of all employees, Administrate the payroll process for (Time office, Salary and wages, Overtime, incentive Full & Final, TDS, Statutory challans and returns) with zero discrepancy. Maintaining the legal record related to the personnel. Maintaining Personnel Database and personal files of all employees. Contractual workers/ Security personnel; Processing various Claims of PF,
- Represent company in legal compliances under various Acts. Liaison with legal bodies Like - Pollutions, Labor Dept. PF, ESIC, and Fire Dept. etc. Submit Challans & Returns under various labor laws, Like: Factory Act, PF, ESIC, LWF, Employment Exchange Act, payment of Bonus act, Gratuity Act, welfare activities Etc. Handle all online PF & ESIC

portals to Generate & submission of monthly Challans, PF UAN, ESIC IPs TIC, Online PF KYC/ withdrawal & transfer through digital signature etc. Take care maintenance of office space; Ensure proper reception process; Control and administer the Security Agency; Ensure proper in-out system of documents, people; Ensure proper security of office and official documents; Deal general papers like office circular, office notice, office memo etc.; Ensure proper maintenance of toilet and water which ultimately ensures general health and safety of all employees.

- Handling the Performance Appraisals Process through Performance Management System (PMS) and facilitating the Reward Process. Participation & handle induction cum orientation training & query with HR session for new joiner. Ensure proper Induction and training for the joining employee; Final posting to work; Deal with transfer and other administrative procedures; Job confirmation after probation; Issue ID Card; Employee release, exit interviews and Severance pay.
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Nippai Shalimar Feeds Pvt.Ltd.
Industrial Park, Kharagpur,
(Fish feeds Manufacturer)
Assistant Manager- Personnel & Administration

since Nov' 19 to Jan'23

- Handling Trade Union issues and grievances, abiding the Charter of Demands and in case attend the Deputy Labor Commissioner's Office. Also, actively take part in handling the Contractor and Contract Labor, as Principle Employer, as per the Contract Labor (Regulation and Abolition) Act, 1970.
- Responsible in maintaining, register as prescribed in The Factories Act, 1948 and West Bengal Factories Rules, 1958, and other relevant Acts like PF Act 1952, ESI Act 1948, etc. Co-ordinate with Factory Inspector, PF Inspector for any infraction or violation of the Acts.

Acting as a HOD and taking responsibility for General HR activities like, Time-Keeping, Attendance, Overtime, Incentive, Leave approval, in SAP (HR Module), Calculate leave balance; Create, maintain and update manual or software database of employees; Ensure timely salary/ wages and bonus of all employees, Permanent/Casual/ Contractual workers, security personnel; Online Payment of ESIC/ PF contribution on a monthly basis; Processing various Claims of PF, Updating list for Group Gratuity Scheme, issues and timely transfer of the same.

- Take care maintenance of office space; Ensure proper reception process; Control and administer the Security Agency; Ensure proper in-out system of documents, people; Ensure proper security of office and official documents; Deal general papers like office circular, office notice, office memo etc.; Ensure proper maintenance of toilet and water which ultimately ensures general health and safety of all employees.
 - Publish vacancy announcement; Primary CV sorting with the help of related Department; Recruitment schedule; Issue proper letters, i.e. interview letter or e-mail or phone; Check final selected candidate's profile and talk to referred person(s) for ensuring best quality people; Issue appointment letter and related papers for employee joining; Create, maintain and regularly update personal file; Ensure proper Induction and training for the joining employee; Final posting to work; Deal with transfer and other administrative procedures; Job confirmation after probation; Issue ID Card; Employee release, Exit interviews and Severance pay.
 - Monitor Statutory Compliances
 - Organize Meets, MRM, Award Functions, and Birthdays; Get Together, Picnics, Vishwakarma Puja etc.
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Incas Pvt. Ltd.,
Gurgaon Haryana
(Leather Garments)
Assistant Manager- HR & Administration

since June'15 to Oct' 19

- Handling Trade Union issues and grievances on a regular basis, abiding the Charter of Demands and in case attend the Deputy Labor Commissioner's Office. Also, actively take part in handling the Contractor and Contract Labor, as Principle Employer, as per the Contract Labor (Regulation and Abolition) Act, 1970.
- Responsible in maintaining, register as prescribed in The Factories Act, 1948 and West Bengal Factories Rules, 1958, and other relevant Acts like PF Act 1952, ESI Act 1948, etc. Co-ordinate with Factory Inspector, PF Inspector for any infraction or violation of the Acts.

- Responsible for General HR activities like, Time-Keeping, Attendance, Overtime, Incentive, leave approval, calculate leave balance; Create, maintain and update manual or software database of employees; Ensure timely salary/ wages and bonus of all employees, casual workers, security personnel; Online Payment of ESIC/ PF contribution on a monthly basis; Calculation of Claim of PF, Group Gratuity Scheme, issues and timely transfer.
 - Take care maintenance of office space; Ensure proper reception process; Control and administer the Security Agency; Ensure proper in-out system of documents, people; Ensure proper security of office and official documents; Deal general papers like office circular, office notice, office memo etc.; Ensure proper maintenance of toilet and water which ultimately ensures general health and safety of staffs, workers, casual workers, security personnel.
 - Publish vacancy announcement; Primary CV sorting with the help of related dept; Recruitment schedule; Issue proper letters, i.e. interview letter or e-mail or phone; Check final selected candidate's profile and talk to referred person(s) for ensuring best quality people; Issue appointment letter and related papers for employee joining; Create, maintain and regularly update personal file; Ensure proper Induction and training for the joining employee; Final posting to work; Deal with transfer and other administrative procedures; Job confirmation after probation; Issue ID Card; Employee release, Exit interviews and Severance pay.
 - Organize Meets, Award Functions, and Birthdays; Get Together, Picnics, Vishwakarma Puja etc.
 - Social Compliance Mango, Nest Etc.
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**Edag Technology Pvt. Ltd.,
Manesar, Gurgaon, Haryana,
(Auto Mobiles)**

since Oct'11 to May'15.

Sr. Executive HR & Admin.

- Coordinated with the employees and fresh entrants while assisting them for the fulfillment of the joining formalities Maintaining staff's database & payroll process, other remittances & filings as per the Company Law.
 - Skillfully handling sourcing profiles through job portals, job designing, posting of the jobs on Net, Short listing the relevant profiles, processing while organizing interviews. Short listing candidates and briefing seniors
 - Expertise in conceptualizing and executive effective HR policies and short-term HR plans; formulating cost-effective HR budgets in conformity with organizational goals; also carrying out HR audits and ensuring adherence to company's & HR rules and regulations.
 - Adept at conceptualizing and implementing strategies and plans for the welfare of employees, looking after compensation and benefits matters for them to boost their morale while ensuring optimum utilization of available resources to accomplish organizational goals
 - Conduct meetings with senior managers to review organizational performance contributing towards the organizational goal and establishing Standard Operation Procedure across the organization to improve efficiency
 - Oversee the documentation & various tracking systems assigned to HR Department including manpower planning, recruiting, legal requirements etc.
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**Akriti Creation Pvt. Ltd.
,Udhyog Vihar,
Gurgaon,Haryana,
Sr. Executive HR & Admin.**

since March'08 to Sept.'11

- Provided necessary adjustment features towards the human resource policy of the firm for expanding it.
 - Efficiently took necessary developmental human resource aims and objectives. Provided human resource department budget administration. Facilitating smooth work culture & enforcing discipline.
 - Proactively involved in Accumulating stats regarding the guidebook of employee benefits and Addressing the Court Matters on behalf of the organization.
 - Implemented Rewards System while strategically planning, designing monetary/ non-monetary compounds in rewards systems.
 - Maintained flawless communication with the employees; ensuring timely resolution of employee grievances and harmonious working environment at all levels.
 - Analyzed the tasks assigned and accountable for optimal utilization of the resources and manpower in a cost-effective way. Ensuring proper allocation of resources as per the requirement across the stores.
 - Involved in Preparing and maintaining Monthly/ Quarterly Reports on Manpower, Manpower Budgeting, Housekeeping, etc for the Management review.
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HR MIS & HR Portal: -

Prepare a daily & Monthly HR MIS report (Budget Vs Actual, Salaries & Wages, New joiners, Separations, Recruitment Status, Transfers, Statutory report) etc.

General HR Management Functions: -

Generation of various types letters i.e. Letter of Intent, Appointment, Confirmation, Experience, Appreciation letters. Attendance Award, Employee of the month award. Participation in various types of committees i.e. Suggestion Committee, Health & Safety, Grievance Committee, Works Committee, welfare and member in Canteen Committee. Remuneration revision confirmations, promotions, and Quarterly Progress Review

Organization Development: -

Motivation to employees for through various activities like Annual Family Day, Foundation Day, Health Camps, Festivals & Birthday Celebrations, Suggestion scheme, sports activities, etc. Employee of the Month (based on performance)

Audit Faced:

ISO 9001:2015, SEDEX- SGS, ABS, & TUV, (GOTS, OCS, GRS, BSCI.)

Achievements: -

Appreciation Award /Certificates received from M. D. towards for successful completion of SGS Social and Technical Audit,

Maintained Covid free environment of the factories till date

Academic & Professional Qualification: -

M.A.(Master of Arts), Purvanchal University, Uttar Pradesh.

Computer Efficiency: -**PAYROLL SOFTWARE: -**

Knowledge of working of payrolls & Biometric Software's like, Ploxy, Saral, Mega soft, Software, Savior, Pay auto, HRMS, Ms office, Windows and Internet Applications etc.

Personal Profile:

Father's Name: Sh. Ram Lakhan Singh

Date of Birth: 01st Sept. 1977

Marital Status: Married

Current CTC: 4.2 L.P.A.

Notice Period: One Month

References: Available on request

I believe that life has a variety of experiences to offer, and one should learn from its every aspect. I know that the dynamism of a positive work environment will help me evolve into a more efficient worker, with necessary leadership and analytic abilities. I have already proved myself capable of hard work, sincerity and responsibility, and am looking for something equally or more challenging professionally.

With Regards,

Date: _____

(Atya Nand Singh)

Place: Deoghar,

Jharkhand.