

MOLAY CHAKRABARTY

Address : Gajaghanta Debnath Para,

P.O. – Magra, Dist. – Hooghly,

Pin – 712148, West Bengal

Phone : 8777265212 / 9433835617

E-mail ID : molay.c1976@gmail.com

CAREER OBJECTIVES

I am HR & Admin professional and also Certified Labour Welfare Officer (Qualified Viva voce test conducted by VIVAVOCE BOARD Constituted by the Labour Department, Govt. of West Bengal). To become handling all type of related jobs in HR Section, Labour Welfare Jobs, Personnel and Admin. Section in several big manufacturing organizations (worker capacity near about 2000 or more). To work in such an organization where I can show my capabilities and work experience Last 25 Years.

ACADEMIC DETAILS

1. Completed Graduation (B.Com) under Burdwan University in the year 1997.
2. Passed out Higher Secondary Examination under W.B.C.H.S.E. in the year 1995.
3. Passed out Madhyamik Examination under W.B.B.S.E. in the year 1993.

TECHNICAL DETAILS

1. Diploma in Computer Application from “The Made Easy Computer Center”.
2. Certificate in FoxPro programming from C.M.C.
3. Certificate in F.A. from L.C.C.
4. Certificate in Internet & H.T.M.L. from APTECH.
5. CERTIFICATE IN TALLY FROM TALLY SOLUTIONS PVT. LTD.

WORK EXPERIENCE

THE GANGES MFG. CO. LTD.

March 1999 to December 2003

**H.R Assistant & Computer Operator
(Temporary Basis)**

Job Responsibilities

- Payroll Data entry.
- Programming in Fox pro Daily wage and Monthly report
- Prepare MIS reposts as per HR required.
- Accounts Voucher Entry in Tally Software.
- Preparing Good Dispatch report to sales department.
- Prepare manual ESI, PF and P-Tax challan paper.
- Maintain Leave and OT record.
- Maintained Company vehicles register and all documents time to time maintained and compliance etc.

GANGES JUTE PVT.LTD.

1st January 2004 to September 2007

H.R. & EDP Assistant

Job Responsibilities

- Preparing all worker and staff attendance register, Leave and OT register.
- Preparing Employees Salary and Worker Wages monthly and Fortnightly.
- Data Entry all Staff and worker and calculation and proising Salary and Wages timely.
- Prepared Goods removal entry from factory to other destination.
- Programming and Calculation Employee Gratuity Payment System and Payment preceding.
- All employees PF and ESI Calculation and Monthly return prepared.
- Tally Entry and Voucher Preparing Mill Accounts.
- Prepared MIS Report as per require HR and Personnel Dept.

PROFESSIONAL QUALIFICATIONS

1. PG Diploma Industrial Relation & Personnel Management from Bharatia Vidya Bhavan of Management Science, Kolkata (AFFILIATED to Rajendra Prasad Institute of Communication & Management).
 2. Certificate in Labour Laws (from Institute of Legal and Management Studies).
 3. Certificate in Human Resource Management (from Institute of Legal and Management Studies)
 4. Qualified Viva voce test conducted by VIVA VOCE BOARD Constitute by the Labour Department, Govt. of West Bengal.
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LIVE PROJECT WORK on FoxPro

1. Gratuity Calculation & Payment.
 2. Daily Wages Payment.
 3. Payroll System
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SKILLS

- Payroll Administration
 - Employee relations
 - Grievance handling
 - Statutory compliance
 - HR documentation
 - Compliance reporting
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LOCATION PREFERRED

- Anywhere in India
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JOINING TIME

- Immediate

SHREE BAIDYANATH AURVED BHAWAN PVT. LTD.

August 2007 to April 2011.

E.D.P. Assistant & Account Assistant

Job Responsibilities

- Data Entry all Staff and worker and calculation and prosing Salary and Wages timely.
- Tally Entry and Voucher Preparing Mill Accounts.
- Making timely payment of all vendors.
- Maintaining Monthly Statutory Compliance Reports of Direct and Indirect employees on a regular basis.
- Assist higher authority regarding drafting, meeting & liaison work.
- Maintain leave and OT records.
- Monitoring Biometric punching attendance.
- Looking and checking late comers for company employee.
- Maintain daily plant visit time to time.
- Maintain and cross check of security management attendance.
- Maintain all contractor's labors attendance(punching).
- To maintain and records employees personal files.
- Maintained contractor's labour attendance and pay roll and maintain.

GANGES JUTE PVT.LTD.

May 2011 to Till Date

Assistant Manager (Personnel & Welfare)

Job Responsibilities

- Responsibly for Payroll & Wages for preparing, Controlling, Absenteeism and Late coming, proper upkeep time officer records and taking disciplinary action.
- Prepared all workers' wages sheet, all staff pay roll and maintain their PF and ESI & P-Tax.

PERSONAL DETAILS

Father's Name : Lt. Satyanarayan Chakrabarty

Date of Birth : 06th October 1976

Sex : Male

Marital Status : Married

Nationality : Indian

Mob No. : 8777265212 / 9433835617

- Maintaining congenial relation in the company among employees, between employer, employees and workers. Grievance handing of various staff / workers issue related to various HR policies etc. Maintaining discipline & harmonious working environment across all level of employees.
- All Confidential files and documents maintained.
- Resolve employees queries related to attendance, payroll, leave and Hr policies.
- Maintain all contractors' labours attendance (punching), preparing payroll and maintain their PF and ESI and preparing challan.
- To maintain and records employees personal files.
- Employee Provident Fund claim settlement Admin.
- Statutory Compliances.
- Support All HR and Statutory Audit and inspections as required.
- Printing and stock maintenance of organization.
- Purchasing Request ID- Cards/Leave card/Gate pass, Office Equipment's etc.
- Verify vender bills
- Making timely payment of all vendors.
- Recruited Blue & white collars.
- Salary Negotiation.
- To visit government officers
- Meet advocate & various Central & State government persons.
- Have a good connection with police stations.
- Have a good connection with factory inspectors & work with them.
- Visited others government's offices like EPFO & ESIC & have done meeting with High ranked Employees regarding various issues.

- Visit Municipality ,Gram Panchayet & BDO officers
- Analysis of Manpower Requirement.
- Disciplinary proceedings (Show Case, Warning , Absconding Letter)
- Preparing HR MIS report
- Recruiting (On roll Employees, Task including Offer Letter, Appointment Letter Confirmation, exit formalities etc.)
- Manage employee shift scheduling.
- Maintain daily plan visit time to time and checking their work
- Monitoring the time of office employees (as like face punching)
- Handling vehicles service facilities of company employees (daily checking of opening and closing kilometer) and vehicles maintained documentation and time to time renewal.
- Maintained Environment and planting and also housekeeping service entire all sight (maintain clean and plantation for Greening) and also company Guest house. .
- Maintained Gardening, beautification and plantation near outside the office premises and also periphery of factory
- Maintain leave and OT records
- Maintain and cross check of security management attendance
- Implementation of a system for accountability & monitoring of contract labour deployment.
- Liaisoning with Govt. Departments. Labour department/EPF Office/ESIC Department/Local Police Station as per requirement.
- Maintaining Monthly Statutory Compliance Reports of Direct and Indirect employees on a regular basis.
- Planning and maintaining mobilization and demobilization of contract labour.

- Implementation of a system for accountability & monitoring of contract labour deployment.
- Transportation, Controlling and managing transport facility to employees and ensuring timely maintenance of company vehicles,
- Facilitate 3rd party labour agency of sufficient Labour supply with legal compliance.
- Canteen: Ensuring of providing good quality food to employees at reasonable cost, managing of plant canteens and managing employee's complaints and fulfilling employees satisfied.
- Responsibility for monthly bill clearance from accounts department and vendor negotiation for providing different type of service.
- Ensuring timely statutory compliance for PF, ESI, Gratuity and Professional Tax. ALC, Labour Court, Administration etc.
- All Gratuity case handling in Labour Commissioner and Labour court and Authorized Signatory of the Organization.
- Ensuring for obtaining all registration / License in factory related timely its renewal, Monitoring and implementing all statutory compliance registers and is half /Yearly returns and related issues.
- Inspection weekly labour colony and quarter and take necessary step.

It would be highly appreciated if you give me a chance to prove my efficiency and I am sure, I shall gain your confidence.

Place :

Date :

(MOLAY CHAKRABARTY)