

PROFILE

I am a hard-working, methodical and driven individual with more than Six years of experience in the HR Admin field and with the ability to input and manage data accurately, with great speed and in high volumes. I am able to demonstrate effective communication and organizational skills; work on my own initiative, both independently and within a team have the excellent ability to organize and priorities my workload to achieve set goals and deadlines in the most efficient manner

CONTACT

PHONE:
7602052400
Father Name : Shankar Naskar
Mother Name : Suchitra Naskar
DOB : 08.12.1995

Permanent Address :
Vill – Jelerhat ,P.O- Doltala Ghola,
P.S – Baruipur, South 24 Parganas,
West Bengal , Pin - 743376

EMAIL:
Babusonanaskar.bn@gmail.com

Hobbies :
Book Reading
Playing Cricket
Playing Carrom
Traveling

BABUSONA NASKAR

HUMAN RESOURCES

EDUCATION

Calcutta University
- **BA (Hons) under Asutosh College –2016**

Jadavpur University
- **MA (Hons) from Jadavpur University - 2018**

Chandigarh University
- **MBA(HRM) - Pursuing**

WORK EXPERIENCE

Stylo Media Private Limited :

Assistant Human Resources
(January 2019–December2021)

- Manage all HR-related tasks for a 200+ employee medical firm, including payroll processing, employee benefits program, documentation, interviewing, training, and on-boarding new recruits
- Develop and implement new targeted hiring policies and outreach recruitment programs, diversifying workplace environment by 20%
- Everyday monitoring attendance on Biometric system, Making Attendance tracking Card, Issue to all Employee Access card and related work.
- Run Payroll Processing with regard to labour laws.
- Making Salary (salary sheet and slips), deductions of the employees on Excel sheet.
- Run Monthly Salary with HR Software like KEKA, ESSL, ERP, CORE, ORACAL.
- Monthly PF & ESIC return making Challan & ECR.
- Making Full & Final, Gratuity settlement of the employees and workers.

SIS Limited :

Compliance Executive
(December 2021 – Present)

- Prepare MIS joining new employees and left in excel sheet.
- Prepare MIS Employee (Attendance, Leave & OT records) in excel sheet.

SKILL :

- Typing skills (WPM 80)
- . Proficient with Human Resource Management Systems (Zing HR, Keka)
- Skilled with Microsoft Office Suite (Word, Excel, PowerPoint)
- Recruitment and selection
- Training and onboarding
- Benefits management and administration
- Payroll Processing
- Strong Computer Knowledge as Computer Tally, Core, Oracle
- Basic Computer Networking
- Compliance & regulations
- Database management
- Handling Organizational skills

- Facing Compliance audit also doing third party Compliance audit like simpliance, wipro, compfie, cquel audit.
- Preparing MIS monthly Salary.
- Making Salary (salary sheet and slips), deductions of the employees on Excel sheet.
- Maintain Statutory Compliance as PF, ESIC.
- Labour License Renewal, New apply.
- Labour License Half-Yearly Return. (From – XXIV)
- Minimum wages annual Return (From – III and IV)
- P.Tax, Bonus Annual Return,
- Prepare all registers regarding all labour laws such as accident register, deduction register, damage register, Advance register, fine register etc.
- Maintain employee records their personal files etc.
- Filling PF Form as form 19,10C,31,13,10,5
- Biometric attendance system, Attendance tracking Card.
- All Time Office work.
- Upload Duty Roaster in Software like Zing HR
- Recruitment and Issue to all Employee Employment Card and related work.
- To maintain proper and accuracy timing of incoming & outgoing for the employees.
- To monitor employee's attendance system & report absenteeism.
- Daily attendance of employees, leave, O.T., c-off and gate pass posting in manual register as well as computer entry.
- Able to check the physical presence of employees in plant during working hours, lunch hours, etc.
- Preparation of daily shift and day wise attendance reports in computer
- Pay Structures.
- Handle Contract labour worker.
- Payroll Processing with regard to labour laws.
- Generate Monthly Salary for the Employees.

Facing Client Month Labour Laws Audit :

- **Coal India Limited**
- **Wipro Limited**
- **Tata Consultancy Services**
- **Genpact India Private Limited**
- **HSBC Electronic Data Processing India Private Limited**
- **West Bengal State Electricity Company Limited**
- **Crisil Limited**