

RESUME

ANIRBAN GANGULY

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SECTOR-2A, BIDHAN NAGAR, DURGAPUR
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OBJECTIVE.

To work in a dynamic and challenging environment which offers professional growth while learning and being innovative.

AREAS OF EXPOSURE

RECRUITMENT

- Monitoring the entire recruitment process.
- Preparing and keeping a track of recruitment budget.
- Conducting interviews.
- Maintaining database of prospective candidates.
- Co-ordination of pre and post recruitment activities

PERFORMANCE MANAGEMENT SYSTEM

- Involved in the PMS process of the entire organization.
- Preparation of compensation structure of all employees across the organization.

PERSONNEL ADMINISTRATION

- Monitoring confirmation of all Managerial employees and Management Trainees.
- Monitoring separation and final settlement of separated employees.

INDUSTRIAL RELATIONS

- Co-ordinating with all the Manufacturing Units and Mines in terms of CLM.
- Addressing any grievances that may arise among the contractual workmen engaged at the Plants and Mines.
- Keeping a track that payment of wages to contractual workmen are made within stipulated time.
- Ensuring that any changes in the rate of wages made by the Govt. is implemented at the Units.
- Interacting with the Union representatives and leaders and formulating ways to sort out grievances that might exist among the workmen.

MIS AND DATABASE

- MIS reports to enable informed decision making.
- Designed employee database for better information.
- Daily/Weekly/Monthly HR reports.

TRAINING & DEVELOPMENT

- Designing Training Calendar based on Training Need Identification of employees across departments.
- Arranging & co-ordinating training programs for employees at all levels.
- Conducting training programs for workmen across all departments at Units.
- Post training feedback from concerned Line Managers of the Trainees and re-training (if required).
- Maintaining the ISO Standards concerned with Training and handling ISO Audit for the same.

HR PUBLICATIONS

- Designing, content development and publication of company bulletins from time to time.

WORK EXPERIENCE

Birla Corporation Ltd. (Cement Division) since February, 2016
Assistant Manager – Human Resources

RESPONSIBILITIES HANDLED:

- Entire cycle of Performance Management System;
- The entire gamut of Training & Development starting with Need Analysis to co-ordination of Training Programs across all levels;
- Industrial Relations – Ensuring compliances, employee grievance handling, participation in Union Meetings etc;
- Contractual Labour Management – co-ordination across all Plants & Mines;
- Maintaining MIS and preparing daily/weekly/monthly reports;
- Publication of company Literature, preparation of various Govt. reports as required from time to time.
- Handling recruitment across all levels for all Units and Corporate Office.
- Manpower budgeting across the organization.

Serendipity Infolabs Pvt. Ltd. (Taxi4sure) from January, 2016 till February, 2016

RESPONSIBILITIES HANDLED:

- Worked as Regional Head of HR and Admin;
- Responsible for entire HR and Admin activities of the region;
- Taking care of HR activities like Recruitments, Payroll Processing, On-boarding, Exits etc.
- Entire admin function of Kolkata Regional Office.

Anandabazar Publications Pvt Ltd. from August 2011 till December, 2015

RESPONSIBILITIES HANDLED –

- Handling end to end recruitment process and successfully closed each position with a lead time of 30 days by coordination with various agencies as external customers and different departments as my internal customers.
- Preparing the JD for each position by proper coordination with each department.
- Preparing organization chart in order to do the manpower planning.
- Actively organizing the different Employee Engagement Programs from time to time.
- Understanding & implementation of Competency building processes.
- Manage attrition through proactive retention measures.

ACADEMIC QUALIFICATION.

POST GRADUATION:-

MBA from **NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR (NIT, DGP)**
in the field of **HUMAN RESOURCE MANAGEMENT.**
Year of Passing: 2011

GRADUATION:-

B.B.A (Hons.) from **Dr. B.C ROY ENGINEERING COLLEGE, DURGAPUR (AICTE APPROVED).**
University: W.B.U.T.
Year of Passing: 2009

12TH STANDARD:-

FROM: BIDHAN CHANDRA INSTITUTION, DURGAPUR
BOARD: W.B.C.H.S.E
STREAM: SCIENCE
YEAR: 2006

10TH STANDARD:-

FROM: ST. XAVIERS SCHOOL, DURGAPUR
BOARD: I.C.S.E, NEW DELHI
YEAR: 2003

PERSONAL DETAILS

Date of Birth	: 14 TH SEPTEMBER, 1986
Sex	: Male
Marital status	: Married
Nationality	: Indian
Languages Known	: English, Bengali and Hindi
Hobbies	: Playing and Watching Football, Debates, Watching Movies, Music

STRENGTHS

Listening skills, disciplined and sincere, communication skills.
Ability to deal with people.
A team worker with a positive attitude and an attitude to learn.
Ability to lead from the front.

DECLARATION

I do hereby declare that all the above information is true to the best of my knowledge.

(ANIRBAN GANGULY)

Place: Kolkata