

# RESUME

## ANIRBAN GANGULY

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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.
- Manpower requirement analysis.
- 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

- Driving the PMS process (SPOC) of the entire organization under the supervision of Group CHRO & MD & CEO.
- Updating policies pertaining to PMS process of the Organization under the guidance of Top Management.
- Ensuring timely disbursement of annual increments & promotions across the Organization.
- Ensuring that the PMS process is completed smoothly within the policies & given guidelines.
- Preparation of compensation structure of all employees across the organization.

#### MANPOWER BUDGETING

- Project manpower budgeting as per approved manpower plan.
- Monitoring manpower cost vs budget allocated for the entire Organization (both Project as well as regular Operations).
- Leading the annual manpower budget exercise for the Organization.

#### INDUSTRIAL RELATIONS

- Co-ordinating with all the Manufacturing Units and Mines in terms of Contract Labour Management.
- 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.

## **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 Manufacturing Units.
- Post training feedback from concerned Line Managers of the Trainees and re-training (if required).

## **WORK EXPERIENCE**

**Birla Corporation Ltd. (Cement Division) since February, 2016**  
**Deputy 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;
- Payroll Management;
- Industrial Relations – Ensuring compliances, employee grievance handling, participation in Union Meetings etc;
- Contract Labour Management – co-ordination across all Plants & Mines;
- Maintaining MIS and preparing daily/weekly/monthly reports;
- Handling recruitment across all levels for all Units and Corporate Office.
- Manpower budgeting and monitoring manpower cost 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.
- Manage attrition through proactive retention measures.

## ACADEMIC QUALIFICATION.

### POST GRADUATION:-

**MBA** from **NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR (NIT, DURGAPUR)**  
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**

### 12<sup>TH</sup> STANDARD:-

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

### 10<sup>TH</sup> STANDARD:-

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

## PERSONAL DETAILS

Date of Birth	: 14 <sup>TH</sup> SEPTEMBER, 1986
Sex	: Male
Marital status	: Married
Nationality	: Indian
Languages Known	: English, Bengali and Hindi
Hobbies	: Sports, Movies, Debates
Present Location	: Kolkata

## STRENGTHS

Listening skills, disciplined and sincere, clear communicator.  
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.

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( ANIRBAN GANGULY )

Place: Kolkata