

# **RESUME**

Chandan Kumar Pal

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## **Professional Synopsis**

- ▶ Result Oriented Professional possessing of **11 Years & 10 Months** of experience in Career.
- ▶ Hardworking, Competent & Efficient, Team management / Building & Motivation Skills
- ▶ Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.

Below are the details of my experience starting with my current role in the organization.

### **Employment Scan**

**Karan Polymers Pvt. Ltd. & Malsons Polymers Ltd.**

**Designation: Manager (HR & Admin.)**

**Tenure- July'2017 to Cont...**

#### **Role & Responsibilities:**

##### **HR Policies and Practices**

- Active participant with Director to Formulate & initiating HR & IR policies, procedures, systems and initiatives.
- Define and communicate internally-set quality standards & ensure that all aspects of HR Ops work to achieve satisfactory quality and consistency.
- Direct, coordinate, and advise HR Ops-related activities.
- Elicit feedback regarding the effectiveness of HR Ops services and activities and, when appropriate, modify activities.
- Establishing a proper organizational structure in corporate office and Plant /Unit.

##### **Manpower Planning**

- Manpower planning and budgeting in line with Business plan and strategy.
- Planning various human resource requirements based on future projects and resources the department
- Coordinating with respective department HODs to understand manpower requirements.

##### **Recruitment**

- Overall manpower planning and initiate recruitment process.
- Managing complete recruitment life-cycle for sourcing Frontline, Middle & Senior level candidates through diverse sources (Head Hunting, Job portals, Data banks, Advertisements, References etc.) for all functions.
- Negotiating the salary, checking the references and then rolling out the Offer letter to the candidate.
- Preparing job descriptions for all positions after detailed discussions with HODs
- Responsible for complete joining formalities, On-boarding and Induction (with HR / Business / Function) for new joiners.
- Responsible for managing employee transfers/relocation to ensure optimum manpower utilization.
- Conduct Exit interviews, observe trends and highlight important aspects, prepare full & final settlement.

##### **Performance Management**

- Maintaining of probation & confirmation after yearly Performance Appraisal.
- Counselling employees on their performance issues, necessary documentation and tracking to closure.
- Prepare KRA & KPI of Employees.

### **Payroll Management**

- Processing Attendance, Payroll, OT, and Calculation of different levels of incentives, preparation and redesigning CTC.
- Bonus & Gratuity.

### **Statutory Compliance & Audit.**

- Managing statutory compliances (PF, ESIC, P.Tax and Shop & Establishment, contact labour etc.)
- Ensure submission & returns under P.F & various laws and submitted Annual, Monthly, Half yearly returns to the Competent Authority.
- Visit the Plant as per the audit schedule and check all the work process as per company policy and find out different ways to solve the work related to.
- After completion of the Audit process and discussed with Director and submit the final report to concerned dept and Director
- Liasion with Factories authority and State Pollution Control Board
- Any other works assigned by the Authority

### **Employment Scan**

**Anvil Cables Pvt. Ltd. Kolkata** ( Manufacturers of Wires ,Cables & Engineering, Procurement and Construction Company )

**Designation: Asst. Manager**

**Tenure- Nov'2015 to July'2017**

### **Role & Responsibilities:**

1.HR Policies and Practices, 2. Manpower Planning, 3. Recruitment,4. Performance Management, 5. Payroll Management, 6.Statutory Compliance & Audit

### **Employment Scan**

**MSP GROUP (M/s MSP Sponge Iron Ltd. is an ISO certified (ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007) & M/s MSP Metalics Ltd., (Integrated Steel plant) , Kolkata)**

**Designation: Sr. Officer (HR)**

**Tenure- Sept'2010 to Oct'2015.**

### **Role & Responsibilities:**

- Planning the manpower & initiate the Recruitment Process & Scrutinizing CVs & forwarding the relevant ones to the concerned department.
- Shortlisting the candidate and conducting preliminary interview & arrange an interview with the departmental Head and Unit Head & Issue of Appointment Letter , Conformation, Reliving & Experience Letter. Complete the joining formalities, taking induction sessions for the new entrants.
- Training & Development Internal trainer for Managerial skill development (Preparation of monthly training calendar, conducting training, analysis & evaluation of post-training questionnaire, Preparation of training effectiveness report.
- Preparation of monthly Attendance & OT.
- Create Monthly PF- ECR & Challan as per Salary of employees and maintain Contractor's & Casuals EPF under Factory Sub- Code.
- Liasioning with ALC, DLO, RLI and other statutory bodies in obtaining Registration of establishment engaging contract labour and inter state migrant workmen, amendment & deletion ,labour licence renewal ,workmen compensation policy and other related statutory compliance .
- Verification of contractor bills and manpower.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.
- Maintaining & updating Statutory registers.
- Maintain all the statutory Register under CL(R & A) Act1970 & ISMW (RE & CS) Act 1979
- Maintain Contractor's & Casuals EPF under Factory Sub- Code

### **Project Details :**

Company Name : Saisudhir Infrastructures Ltd..

Carried out a project on“ PERFORMANCE APPRAISAL” with Saisudhir Infrastructures Limited.

Dissertation project:

Carried out a project on “EFFECT OF PROMOTIONAL ACTIVITIES ON SALES IN RELIANCE WORLD.

**Scholastics :**

2010	Completed MBA (HR &Mktg) from NMIET, Bhubaneswar under BijuPattanaik University.
2007	Completed B.Sc (BOT) from R.I.H.S, Bhograi under F.M. University.
2004	Completed Higher Secondary Examination from R.I.H.S, Bhograi Under, C.H.S.E., Orissa.
2002	Completed Secondary Examination from B.M. Academy, Kakhra under BSE, Orissa.

**Points for self:**

- Self motivated with a positive attitude.
- The ability to work in a team.
- Interested in exploiting my theoretical knowledge as practical.
- Work efficiently either independently or in a team with good analytical skills & problem solving skills under minimum supervision.

**IT'S Skills**

- Post Graduate Diploma In Computer Application (PGDCA)
- Human Resource Management System Application
- Savoir Time Office Management System Application

**Personal Profile:**

- **Name** : Chandan Kumar Pal
- **Date of Birth** : 12<sup>th</sup> -May-1987
- **Martial Status** : Married/ Male
- **Languages Known** : English, Hindi ,Oriya and Bengali
- **Nationality:** : Indian
- **Religion** : Hindu

**Address** : Nirmal Bhaban,  
1<sup>st</sup> Floor, 371 Kalipur Road Ext.  
Po/Ps-Haridevpur, Kolkata-7000082

**Declaration**

I do hereby declare that all the statements furnished above are true to the best of my knowledge and belief.

**Place :** Kolkata

**Date :**

*signature*