

KAUSHIK GUPTA

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SUMMARY

Senior Human Resource Executive with experience in Human Resource and Administration. Demonstrate leadership as a member of the HR team and strategically align HR policies and procedure in order to accomplish ambitious corporate goals.

Highlights

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|------------------------------|----------------------------------|
| • Policy and Procedure | • Hiring and Retention. |
| • Compensation and Benefits. | • Employee Engagements |
| • Regulatory Compliance. | • Conflict Resolutions. |
| • Employee Relations/Welfare | • Personnel records maintenance. |
| • Industrial Relations | • General Administration. |
| • Training and Development | |

Accomplishments

- Formulating and benchmarking functional best practices to focus on development of abilities to meet present and future goals and mission set as per the business requirements.
- Implementation of HR policy and procedure.
- Developing and implementation of JD of different profiles in discussion with different Segment Head.
- Implementation of Workmen Planning and Development process.
- Minimizing of employee attrition at all sites
- Implementation of robust payroll process and maintaining a zero noncompliance on the process.
- Aligned employee compensation with company strategy, resulting in controlled compensation costs and pay equity.
- Assisted HR team with implementation of the HR system and processes to improve management of relations issues, corrective actions, leaves and recruitment.
- Managing the Employee Engagement process across the levels and establishing framework for smooth implementation of engagement process at all levels.
- Implementation of all Regulatory Statutory norms and maintaining a zero noncompliance on the process.
- Implementation of employee Welfare process.
- Maintaining harmonious Industrial Relations.
- Supports operations by planning, organizing and implementing administrative system.
- Managed day-to-day operation of Facility service, Security and Guest House.
- Develop and improved administrative system and procedure.
- Monitor expenses with special attention to budgetary constraints.

Experience

March 2019 onwards with Oriplast Ltd, Kolkata as Manager – Corporate Human Resource

Oct 2018 – March 2019 with Vinayak Oil & Fats Pvt. Ltd & Edible Agro Products Ltd (Edible Group), Howrah as HR & Administration - Head.

- Effective HR management system, support and monitoring.
- Manage day to day operations of employee relations function.
- Enforcing and complying with all HR policies, procedure and processes.
- Work closely with the management for implementation of best HR practices.
- Efficiently implementation of Recruitment and Selection processes and maintaining of database.
- Payroll Administration
- Liaise with external partners, like Security, Housekeeping and other vendors.
- Ensure total Statutory Compliance and liaise with different statutory department.
- Welfare Activities.
- Grievance Resolution.
- Maintaining harmonious IR and amicable relation with unions.

July 2014 - Dec 2017 with Synergy Kitchens& Hospitality Pvt. Ltd, Kolkata as **Senior Manager – HR**– responsible for Pan India HR practices and operational activities.

- Orchestrated daily HR functions to support 1100 employees with five HR generalists and served as a HR Business Partner to Operation team for smooth functioning at sites.
- Advise on organizational policy matters and recommend needed changes. Formulation and implementation of HR policy across the company.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping work – related problems to foster positive environment.
- Led an aggressive recruitment strategy to fulfill the requirement of manpower at different sites.
- Standardization of the Regulatory Compliance process and maintaining a zero noncompliance on the process.
- Develop Job Description.
- Responsible for administration and monitoring of employees benefit program.
- Successfully completed the mobilization of sites at Bangalore and Jammu within the given time frame.
- Created new compensation structure that improved employee morale and boosted performance.
- Implementation of compensation policy and disbursement of salary to all employees through bank.
- Implementation of Employee Engagement process at all the sites.
- Updated company job descriptions to reflect changing roles.
- Develop a new employee orientation program to fully onboard staff.
- Met with all new hires to explain benefits, guidelines and procedure.
- Maintaining a constant interaction with the Clients and addressing the issues on priority.
- Maintaining a harmonious IR at all the sites and maintaining an amicable relations with the Union.
- Managed Employee relations to comply with HR policy and conflict resolution.
- Created and implemented the exit interview program and process.
- Travelled to all regional offices and sites to connect with the employees to developing a desirable place to work based on positive employee engagement process and interaction.

December 2007 – June 2014 with Sodexo Facilities Management Services India Pvt. Ltd.& Sodexo Food Solutions India Pvt. Ltd. – A Group Company of Sodexo On – Site Service Solution as–

Growth Path -

- August 2009 – June 2014: **Manager – Human Resource**
- December 2007 – July 2009: **Assistant Manager – Human Resource**

Noteworthy Contribution:

- Managed and supervised activities associated with human resource in East; recruitment, employee relations, compensation and benefits administration. Served as HR Business Partner to sites Operations for smooth functioning.
- Ensure HR initiatives are strategically aligned with the company short and long – term goals.

- Implemented recruitment strategy of the company through recruiting, networking, interviews, position requirement and salary determination.
- Maintained a zero noncompliance on the Regulatory Compliance in East.
- Performed new employee's orientation and exit interviews.
- Implemented the Employee Engagement process at different sites as per the company policy.
- Process all new hires, benefits orientation, termination and payroll paperwork ensuring compliance with applicable laws and regulatory mandates.
- Successfully worked under multiple union atmospheres and maintained a harmonious IR process.
- Maintaining an amicable relation with the Union.
- Responded to employee issues and questions in a timely manner.
- Maintaining a constant interaction with the Clients and addressing the issues on priority.
- Implemented the Compensation policy and maintained a zero noncompliance on the process.
- Travelled to all sites in east to connect with the employees to developing a desirable place to work based on positive employee engagement survey results.

November 2006 to November 2007 with G. I. Security of India Pvt. Ltd., Kolkata and Facility Services of India, Kolkata – units of Manpasand Manpower as **Branch Recruitment Manager.**

Noteworthy Contribution:

- Played a significant role in the field of Recruitment in coordination with the Operations.
- Capably laid down the compliance process and interacted with the Govt. officials related to administration & labour laws.

February 1999 to October 2006 with ENTECH, Kolkata as **Human Resource / Administration**

Noteworthy Contribution:

- Played a significant role to ensure that no hour is lost due to labour problem.

November 1997 to May 1998 with Malhotra Distributors Pvt. Ltd., Kolkata **Designation: Marketing Executive**

EDUCATION & CREDENTIALS

- Post Graduate Diploma in **BUSINESS ADMINISTRATION** from Institute of Business Management and Research, Calcutta, 1996.
- Post Graduate Diploma in **PERSONNEL MANAGEMENT** from National Institute of Personnel Management, Calcutta, 2000.
- Diploma in **TRAINING AND DEVELOPMENT** from Indian Society for Training and Development, New Delhi, 2006.
- B.Com from Prafulla Chandra College (South City) Under University of Calcutta in 1990

TECHNICAL EXPOSURE

- Operating Systems : MS Windows
- Office Automation Tools: MS Office, Internet & E-mail

PERSONAL DETAILS

- Date of Birth : 2nd August 1969.
- Address : 18/16/2E, Fern Road, Kolkata: 700019.
- Languages Known : Bengali, Hindi & English.