

Surajit Das

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HIGH IMPACT HUMAN RESOURCE MANAGEMENT PROFESSIONAL

HR professional with proficiency in creating Excellence for most valued resources in the Organization "Employees"

Profile Summary

A result-oriented professional with more than **14.4 years** of extensive experience driving

Organizational Restructuring
Employee Engagement
Hiring & Selection

Succession Planning
Strategy & Planning
Performance Management

Talent Acquisition
Competency Development
Diversity & Inclusiveness

- Skills in **implementing coherent HR policies through OD intervention**, thereby improving internal processes & procedures within a demanding environment
- Hands-on **full cycle talent acquisition/staffing leadership** and managerial experience driving hiring for all levels of technical and non-technical staffing (with zero or low agency dependency) through professional networking, social platforms, and other unconventional channels
- **Expertise in HR operations** viz. manpower planning & talent acquisition, organization capability building, employee cost, performance management, rewards & recognition, etc.
- Strategy architect credited with **implementation of innovative path-breaking HR initiatives** to streamline processes and capitalize on organizational growth opportunities
- **Developed competency framework** by skill mapping, internal talent pipeline through innovative program, top talent retention, micro succession planning, career architecture and talent network
- **Strong communication, interpersonal relations, mentoring, negotiation and leadership skills**

Notable Achievements across Career

Currently working as Corporate HR & Planning Head leading GA function for NIPHA Group, (NEPL, NIPL, NELLP, BHIPL, SFPL & KAPL)

Responsible for Group Function Human Resources Leading 09HR professionals in the region across 05 manufacturing plants & offices in staffing, talent pipeline, recruitment, benefits, executive compensation, training, leadership development, competency mapping, succession planning, HRIS, and regulatory compliance.

- **Manpower & Cost constitution improvement :**
 - ☑ Redesign organization structure to achieve lean structure & salary control
 - ☑ Budget & Cost control with zero based planning for Cost control
 - ☑ Strategic Recruitment- Build VS Buy , GET recruitment, Lean Organization structure
- **Create Harmony at work place thru HR initiatives, dip stick surveys & Employee Engagement surveys :**
 - ☑ Secure workplace- sensitization workshops
 - ☑ Diversity and sustainability through Policies and programs
 - ☑ Action planning workshops for Engagement Survey findings
- **Designed Human Development Program with 4 pillars :**
 - ☑ Training & Development- Training as per Role- Staff, Different training for New Joiners, Existing & Newly promoted Associates
 - ☑ Pay for Performance- Redesigned the Appraisal process, Salary restructuring, Job evaluation
 - ☑ Top Talent Development- Develop successors for critical positions, formation of assessment center and talent board
 - ☑ Strategic Recruitment- Internal Development of Talent Pipeline, Job Rotations
- **IT Transformation :**
 - ☑ Automation of Employee Life Cycle
 - ☑ Automation of Travel & Claims settlement
 - ☑ Smart Service Desk
- **Administration :**
 - ☑ Zonal & Regional Offices management- Modification & Expansion of existing branches
 - ☑ Setting up of new sites/branches- Scouting, selection, short listing & finalizing office premises
 - ☑ Budgeting & cost control
 - ☑ Travel & Automation
 - ☑ Work environment improvements

- **Facility Management :**
 - ☑ Space & Building Management
 - ☑ Preventive maintenance and AMCs for ACs, DGs, Printers & Electrical equipment's.
 - ☑ Ensuring timely payment- Electricity, Telephone, Courier bills, Rent, Maintenance, etc. and vendor's payment.
 - ☑ Deployment & Monitoring- Housekeeping & Security services, including fire safety and monitoring their service levels.
 - ☑ Defining monthly KRA's for the reporting staffs, responsible for their performance evaluation & periodical feedback to top level management

At Jai Balaji Group

Asst Manager- HR & Admin

- Managed critical HR-related aspects of the internal restructuring of multiple positions
- Successfully managed all HR related aspects- acquisition and integration
- Led the fast ramp up of organization strength from 2000 to 3000
- Supported grass roots effort to centralize employee training and development tracking through implementation of competency module
- Created a democratic culture of employee participations in key employee engagement initiatives
- Introduced an early employee warning system to identify employees who are getting disengaged based on Gallup's Q12 meta-analysis
- Introduced Role Base Performance Appraisal
- Launched Internal Job Posting process & Career Path within the group companies

At C. S. Jaykishan & Co. (CA Firm), Kolkata

Heading the Statutory Audit, Tax Audit and Internal Audit Ledger Scrutiny and vouching of various books like Purchase Book, Cash Book and Journal Book. Preparing audit programs and drafting of financial statements including notes to accounts. Stock valuation as on the year end in accordance with Accounting Standard issued by ICAI. Timely calculation & deposit of TDS Computation of taxable income.

Organizational Experience

Since July 21	:	Sr. Manager, Div. Head, NIPHA Group, Kolkata- Corporate HR, Planning & Admin
July'18 – June'21	:	Manager- HR & Admin
July'15 – June'18	:	Dy. Manager- HR & Admin
May'13 – June'15	:	Asst Manager- HR & Admin
June'09 - April'13	:	Jai Balaji Group, Kolkata
April'12 – April'13	:	Asst. Manager- HR & Admin
June'10 – March'12	:	Executive- HR Operations
June'09 – May'10	:	Management Trainee
July'07 – May'09	:	Statutory Auditor- Statutory Audit, C. S. Jaykishan & Co. (CA Firm), Kolkata

Education

Masters in Social Work from Vinayaka Missions University specializing in Personnel Management, Industrial Relations and Labour Welfare. (Pursuing)
 MBA in Human Resource from Bundelkhand University
 B. Com (Hons) from Calcutta University in 2005
 Others:
 Successfully completed Certified Labour Laws Course & Industrial Accountant from The Institute of Computer Accountant (ICA), Kolkata, Dalhousie in 2007.

Personal Details

Date of Birth	:	9 th April 1983
Languages Known	:	English, Hindi and Bengali
Address	:	AANGAN, Dum Dum, Nagerbazar, Kolkata- 700 074, West Bengal