



CURRICULUM VITAE

MD.IKBAL HOSSAIN MOLLIK.

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Address: Village & P.O - Achipur, P.S- Budge Budge, District- South 24 Parganas, Pin-700138 (Kolkata)

❖ **JOB OBJECTIVE:**

Dedicated and passionate about developing positive employee relations and exceeding organizational goals. Excellent problem solving, communication and interpersonal skills. History of successful interactions within diverse groups, comfortable and effective with professionals at all levels and proficient at peacefully resolving conflicts.

“Qualified in the Viva-Voce Test Conducted by the – Viva-Voce Board constituted by the Labor Department, Government of West Bengal on 01.08.2014 for determining the eligibility for appointment as a *welfare officer* in any factory or Plantation.

❖ **KEY STRENGTH AREAS:**

♦ **Statutory Compliance related to all Industrial Labor Law ♦ Recruitment ♦ Personnel & Administration ♦ HR Management ♦ Manpower Planning ♦ Trade Union Activities ♦ Industrial Relations ♦ Employee Engagement, Training & Development ♦ Team Management ♦ Compensation & Payroll administration ♦ Grievance Handling ♦ Welfare Activities ♦ HSE ♦ Gov.: Liaison ♦ Maintain HR Policy ♦ Disciplinary Proceeding ♦ PMS.**

❖ **PROFESSIONAL EXPERIENCE:**

A). Present company Name: COTECNA Inspection India Pvt. Ltd. (Kolkata), [Switzerland -Geneva based M.N.C Company (Trust for a Moving World)].

Location : Kolkata (Looking East India Mining & Plant H.R & I.R Administration)
D.O. Joining : March 2021 to till date.
Designation : Assistant Manager- Industrial Relation & Administration.
Manpower handling : 1600 & more (Including R.O, Mines /Plant workers, All Depot)
Trade & Brand Name : COTECNA is a leading company of Coal& Mining, Minerals/ Metals

Handling, they offered solution to facilitate trade and make supply chains safer & efficient in many big sectors like as Minerals, Agri, Food, V.O.C under ECL, BCCL, NCL, CCL, DVC, NTPC, HALDIA TATA- HMC, TATA-STEEL, CIMFR (Govt: Of India) Projects.

Job Responsibility: -

❖ **Human Resources Management and Industrial Relation Role & Responsibilities: -**

- **Industrial Relation:** East India all Branch Wise HRM, Industrial Relations-Trade Union Mgmt., C.O.D, Govt. Liaison, Employer-employee relations, Track Time Office Management, Salary & Payroll support related activities, Contract Manpower Management (sub-con), Central & State Labor Laws, Compliances, All License, Grievances Handlings, Minimum Wages, Wages Management & negotiations and Disciplinary Proceedings Maintain.
- **Recruitment & Selection:** Initial Screening, Coordination with Consultant/Candidates, Schedule interviews, line-up candidates for interview, arranging pre-employment check-up, collecting reports through executives.
- **Training & Development/ Employee On boarding:** Coordinating with Training cell for arranging new joiners' induction and giving HR Induction to new joiners and record keeping.
- **HR MIS Report Prepared:** Maintenance of all the records / database related to all employees from there on boarding to separation. Preparing MIS of absents and total Maydays.
- **Contractual Canteen Administration:** Help and coordinate with Canteen Admin team in handling Canteen related matters at site with full guidelines.

- **Salary Administration:** Maintaining and generating the employee's attendance from time office management record for the salary process. Updating details in Master files, Attendance & Payroll software's. Maintaining all the necessary Data with payroll processing. Involved in printing their salary slips.
- **Disciplinary Actions:** Monitoring Blue Collar, Trainees attendance, Domestic enquiry, physical verification, and controlling absenteeism through communications. Preparing and sending them Show cause, Reminders letters, MEMO, warning & terminations letters based on gravity of mis-conduct etc.
- **Contract Labor Management:** To Receive Form IV for Labor License and issue Form V. To ensure Half yearly Contractors return. To ensure Half yearly Labor Welfare Fund return. To ensure Annual return of minimum wages. To ensure Bonus Return Form D. To ensure PF/ESIC Challans as per Law with ECR copy. To ensure Wages & Attendance register as per Minimum Wages. To ensure ESIC Camp for covering maximum IP. To ensure timely distribution of EL & Bonus. To ensure monthly MIS of Contract labor manpower. To ensure all the register as per the Contract Labor Act. To ensure Internal & External Audit of Cont.
- **Performance management system:** Track and assess timely performance reviews in order to assess performance of all Technical Operator trainee on annually basis, R&R Programmed arrangement.
- **Welfare activities:** Providing loans to Blue Collar employees as per their application through branch coordinator and company policy like Medical, House, Marriage, Education, special loans. Reimbursing maternity benefit, family planning monthly medical expenses & Special Medical.
- **Employee Engagement:** Displaying Birthdays notices of employees & giving them birthday gifts. Distribution of sweet coupons, gifts and sweets on special occasions. Coordinate in Annual function & Tour of the company.
- **Exit / F & Fs:** Complying no dues process, Full and Final settlements, issuing Resignation acceptance letter and experience certificates forward to HO.
- **Liaising:** Liaising with Employees & Trade Union members (when required) visit at site. Liaising with Local labor departments. (Commissioner, Officer & inspector) and periodic interaction with labor commissioner, P.F., Gratuity, Bonus Authorities.
- **Statutory Compliance:**
 - i) Taking care of all Subbranches different location statutory compliances related to Industrial labor laws **CLR&A, S&E, Factories Act, EPFO, ESIC, Workmen Compensation, Mines Act, LWF, Bonus, Payment of Wages Act, Minimum wages Centrally etc.**
 - ii) Online portal management related to **CLR&A, PF, ESIC, SHRAM SUVIDHA, S&E, LWF, DIRECTORATE OF FACTORIES,**
 - iii) Arrange for Submission all statutory returns under many industrial labor laws including registered vendors and record keeping and checking of all the statutory registers.
- **Others:** Collecting bills of all registered vendors including manpower supplier for all branches & Process for payment after checking and verifying.
 - ❖ **Administration Role & Responsibilities: -**
- Provide a leadership to the HR& Admin team and lead them to perform meticulously by designing processes to streamline the operational activities of Admin function.
- Implement procedures to ensure that employee experience meets and exceeds all expectations.
- Ensure all processes and procedures follow professional standards, legal, statutory and regulatory requirements.
- Create and implement procedures and practices within the department pertaining to Transport Management, Facility Management, Travel Management, Housekeeping, Township & Guest House Management. - Implement, analyses, maintain, update and revise all Admin policies and manuals.
- Support all business functions and employees with matters relating to Admin policies & processes.
- Furnish business and function heads with statistical reports to enable them to take informed decisions.
- Monitor budget utilize operational resources optimally and mobilize resources as per business requirement.
- Ensure abidance to the organizations people & employment related policies by all departments, notify non-compliance, address complaints and resolve grievances of employees.
- Manage external vendors e.g., Drivers, Housekeeping staff etc.
- Develop highest standards of security & safety systems for all employees, property and assets of the organization.
- Train & develop team members to unleash their potential and provide them growth opportunities.
- Work on any other initiatives shared by seniors from time to time.
- Perform general admin duties like; travel & stay arrangements for employees/ visitors/ guests.
- Manage and ensure proper maintenance of the company guest houses.
- Manage Food canteen and ensure highest housekeeping standards.
- Arrange and distribute uniforms and mandatory PPEs (Personal protective equipment's) to the eligible employees work location wise, ensure proper upkeep of company vehicles & Liaison with various local agencies.
- **Areas to investigate:** *Transport (Driver/car) management, VIP moments, Travel & Hotel Bookings, Employee Uniform& Housekeeping mgmt.. , Township/ Guest House Management, Visiting cards, Stationery (HR), HR safety Permits, various agreements, etc.*

B). Past company Name: Fosroc Chemicals India Pvt. Ltd (Chemicals MFG. Plant) (JM Group/England Based M.N.C Company).

Location : Uluberia Plant, (Howrah)-711303.
D.O. Joining : 2nd March 2018 to 16th March 2021.
Designation : Human Resource & Administration -Officer
Manpower handling : 450 (Including Office Staff, Factories workers, Depot & R.O)

Product & Brand Name: Fosroc is a leading international manufacturer and supplier of high-performance chemicals for the construction industry, with a particular focus on concrete and cement. A British heritage brand, JM Group, MNC Company Fosroc began over 80 years ago and has become the go-to name for construction companies, offering a wide range of products and brands including Nitoproof, Nitoseal, Proofex, Supercast, Conplast and Dekguard etc.

Job Responsibility: -

1. Statutory Compliance under labour legislation – Support Factory Manager & IR Manager: -

- a. For obtaining registrations & licenses and its renewal / amendments.
- b. Maintain registers, records & submission of periodical returns and Panchayat Tax processing as per local authority and related rules -**Factories Act, Contract Labour R&A Act, EPF & Miss Provisions Act, ESIC Act, Bonus Act, Gratuity Act, Maternity Benefit Act, Industrial Disputes Act, Workmen Compensation Act, Trade Union Act, Employee Standing Order Act, Payment of Wages Act, Minimum wages act, Trade Licenses, Fire licenses, Shop & Establishment Act, Fire& Safety & HSE Policy etc.**
- c. Preparing and submitting monthly compliance report to IR Manager & assist Factory Manager in preparing monthly and annual reports as per agreed timeframe.
- d. Liaisoning with local authorities and various Govt. departments.

2. Labor Welfare Activities Management as per the Factories Act & Rules & others act applicable: -

- a. To encourage provision of amenities such as Canteens, Shelters for rest, Creches, adequate latrine facilities, drinking water, washing places, Changing Room, Sickness and Benevolent Scheme payments, Pension and superannuation funds, Gratuity Payments, Payment of Bonus, Granting of Loans, and legal advice to workers.
- b. To help the Factory Management in regulating the grant of leave with wages and explain to the workers the provision relating to leave with wages, and other leave privilege, and to guide the workers in the matter of submission of application for grant of leave for regulating authorized absence.
- c. To advise on provision on welfare facilities such as housing facilities, foodstuffs, Social and recreational facilities, Sanitation, Advice on Individual personnel problem and education of Children.
- d. To bring to the Notice of the Factory management the Grievances of workers, individual as well as collective, with a view of securing their expeditious redress and to act as a Liaoning officer between the management and labor.
- e. Shape and formulate the welfare policy and maintain the same with the help of factory management.
- f. To advice the fulfillment by the management and the concerned department of the factory of obligation, statutory or otherwise, concerning regulation working hours, maternity benefit, medical care, compensation injuries and sickness.
- g. To maintain and promote the Industrial relation between the Factory management and workers.
- h. To advice the Factory management on questions relating to training of new shelters, apprentices, workers on transfer and promotion, supervision and control of Notice board.

3. Contract Labour Management: -

- a. Tracking and monitoring attendance records with Security and Contractor on day-to-day basis
- b. Liaising with contractors for renewal / creating agreements with support of IR Manager.
- c. Closely interact with labour contractors & ensure adequate manpower supply as per plant needs on a continuous basis.
- d. Verify wage bills, co-ordinate with finance for releasing payment in time based on the wage register, PF & ESI challans submitted along with monthly bills & ensure disbursement of wages to workers on or before 7th of every month.
- e. Ensure release E.L Encashment & statutory bonus by contractors in time to workers after verifying attendance records.
- f. Escalate wages / contractor compliance related issues to IR Manager and take corrective action immediately.

4. H.R Operation: -

- a. Time Bound Recruitment for replacement and fresh vacancies as per budget basis.
- b. Formation of JDs and Role & Responsibility for new recruits, initiating employee orientation & joining formalities.

- c. Generating Training Need Identification, Organizing annual training as per calendar.
- d. Compensation Management, ensuring timely processing of time office, Leave management & Payroll management.
- e. Timely monitoring of attendance, leave, ESI, PF, Deduction etc.
- f. Preparation of monthly MIS, Joining & Leaving Report, Employee Management.
- g. Initiating employee engagement activities like, Birthday celebration, annual picnic, festival puja / celebrations etc., under the guidance of Factory Manager and IR Manager with prior intimation to Head Office.
- h. Ensure good networking with neighbor industries, consultants and service providers for necessary support.
- i. Any other related jobs assigned by Factory Manager / IR Manager.

5. Employee Transportation Service Management- Support Factory Manager & IR Manager: -

- a. To prepare employee roster, routing & scheduling, organize agreement, co-ordinate with agency for maintaining trip records, deployment of drivers, timely departure and arrivals of vehicles, health, & hygiene in vehicles.
- b. Verify monthly bills based on trips, co-ordinate with finance for releasing payment in time.

6. Personnel & Administration: -

- a. Exercise control on Security and Contract labor on day to day basis, verify wage bills, and arrange payments & renewal of agreements with contractors as per Minimum wages notification.
- b. Building & sustaining cohesive relationship and interfacing with permanent and temporary workers.
- c. Addressing employee grievances related to Canteen, transportation & other welfare related issues and resolve, escalate to Factory Manager & IR Manager whenever necessary. Security Administration.
- d. Coordinating training programs for staff and workers with the help of Factory Manager & IR Manager Upkeep cleanliness and housekeeping of the factory premises.
- e. HSE compliance in case of accidents, arrange tie up with nearby hospitals / ESI, arrange suitable treatment for accident victims, and ensure legal compliance in case of accidents.
- f. Supporting IR Manager for implementation of skill matrix for all technical roles in manufacturing process.
- g. Providing necessary inputs for annual budget preparation to Factory Manager & IR Manager.
- h. Verifying all bills consumable and other miscellaneous expenses and ensure expenses within budget.
- i. Guest House & Vehicle Management, Annual /Periodical Health Check-up / Pre employment health check-up.
- j. Employee welfare activities & maintain welfare block. Creation Beautification Gardening in front of Welfare Block.
- k. Sound Technique of grievances handling, PPEs management among all workman and visitors.
- l. Good counseling and counter skill with various external social bodies for various demands and influences.

7. Canteen Management: -

- a. Organize canteen agreement with the help of Factory Manager and IR Manager.
- b. Co-ordinate with Contractor and ensure Food & Beverage services as per time schedule.
- c. Ensure good quality food supply, manage Housekeeping, Health and Hygiene in the canteen premises.
- d. Verify monthly bills, actual consumption records & adv payment, coordinate with finance to releasing payment in time.
- e. Conduct surprise visits to Vendor's kitchen and verify health and hygiene aspects and suggest suitable corrective actions based on the observations.
- f. Organize food sample testing at a certified laboratory on quarterly basis.

8. Industrial Relation (I.R): -

Reporting to Factory Manager and IR Manager, extend necessary co-operation for maintaining positive relationship with workers to promote pro-active HR & IR Environment: -

- a. **Discipline:** To establish discipline procedure, Monitoring Discipline, Counseling of workmen on indiscipline matters, implement disciplinary action.
- b. **Facilitate Wage Negotiation Process:** I) Benchmark data compensation in line with competition and within the same geographical environment and use this data as appropriate during the annual wage negotiations.
ii) Initiate preliminary meetings with the workmen at manufacturing sites along with the factory manager on annual wage negotiations well in advance. C. **Compliance under labor legislation:** Renewal of Licenses / obtaining necessary approval / consent from the concerned authorities.

C). Past company Name: Dollar Industries LTD. (Head Office & Factories).

Location : Kolkata, OM Tower, 15th Floor, Park Street-700071.
D.O. Joining : August-2016 to March 2018.
Designation : Senior Executive -Human Resource & Administration.
Manpower handling : 1000 and more (Including sales team, Factories workers, H.O)
No of Factories : 5 nos. HR&IR Operation & Stat: Compliance Handling.
Product & Brand Name : A branded leading Hosiery & Outer Garments Manufacturing Company of India, Its Brand name are Dollar Big Boss-Fit Hai Boss, Missy & Champion, Force NXT, Force Go-wear-Jeans, Pepe Jeans, Force Denim, Ultra Thermals.

Job Responsibility: -

(A) Joining Formalities: -

- 1) Biometric of New Joined at Corporate Office and Factory, E- Mail creation & Management.
- 2) Visiting Card & ID card, Providing TAB, Shirts / T-Shirts to Sales Team (new joined).
- 3) Ensuring Samples including bags provided to Sales Personnel is properly documented.

(B) HR Operations: -

- 1) Updating & Maintaining of Employee Details in the Employee Master
- 2) Preparation of Incentive / Appreciation Letters
- 3) Offer letter, Appointment Letter, confirmation letter, Release letter, Experience letter issues.
- 4) Opening/Maintaining of Salary accounts & Account Details of all employees
- 5) Checking & Processing Staff Advances/Loan of Employees.
- 6) Forwarding Disciplinary Action Letters as advised by Management / Functional Head

(C) Statutory Compliances: -

- 1) Every issue is handling regarding the Salary, E.S.I.C, E.P. F, P. tax, TDS, Bonus, and Gratuity. Trade Licenses & Fire Licenses New making and Renewal of all factories and go down and R.O.
- 2) All measures taken as per west Bengal Factories rule 1958.
- 3) Shop & Establishment act 1963 – Maintain Statutory compliances for Head Office.
- 4) Getting Gratuity Form (Nomination) to be filled up for employees.
- 5) As per Industrial Disputes Act 1947 all kind of Industrial Dispute cases handling.
- 6) All Employees including Head Office Staff, sales team, branches, Factories staff Grievances Handling.
- 7) Liaison with various government officials, labor offices, maintained coordination & liaison with political groups, labor department, other departments.
- 8) In the case of a new employee then generate UAN, ESIC I.P Number.
- 9) E.S.I.C & P.F (ECR) every month contribution sheet uploads and makes payment.

(D) Attendance & Salary Calculation: -

- 1) Collating Attendance of Factory/Go down/Branches/Sales teams/Head Office through ESSL Machine and Registers.
- 2) Preparation of Salary Sheet using Microsoft Excel and Oracle software (**Pavroll Management**).
- 3) Forwarding Salary Sheet to accounts, Preparation of Salary Slips, Bonus Sheet prepared.
- 4) Leave application management as and when required, Increment Sheet Prepared.

(E) Administration: -

- 1) Housekeeping Manpower Management / ordering materials time to time as required.
- 2) Stationary & Printing (Office, Sales, Go down & Factory)
- 3) **Annual Maintenance Contract:**
Daikin AC/Whirlpool AC (Yearly), Vacuum Cleaners (Yearly), Conference Solution (Yearly), Plumber (Monthly), Electrician (Half Yearly).
- 4) Insurance / Policy Maintenance: - a) Factory/ Go down/ Job Workers/ Branch (Go down).
- 5) Maintenance of Service details regarding the cars (7 no), Vehicle Management
- 6) Checking & Processing of Vendor Bills / Hotel Bills / Train reservation bills
- 7) Checking & Processing of Consultant Bills including TDS
- 8) Holiday List Preparation - Yearly Group Work with HR Manager.

(F) HANDLING OF ANY OTHER ASSIGNMENT TIME TO TIME: -
Assignments related to Higher Management.

D) Past Company Name: McNally Bharat Eng. Co. Ltd. (Indian MNC -Williamson Magor Group)

D.O. Joining : September-2014 to August-2016.

Designation : Assistant Officer - (Personnel & Administration)

Total No. of workers handling: 1200 and more in four Construction sites.

Manufacturing Activities : McNally Bharat Engineering Company Ltd. is one of the leading Engineering Companies in India engaged in providing turnkey solutions in the areas of Power, Steel, Coal & Mining, Ports, Aluminum Material Handling, Minerals Processing, Cement, Water, Oil & Gas and Infrastructure sectors such Building & Townships, High Roads, Metro, Rail etc.

I, was responsible for all (Personnel & Administration) role of below mention sites: -

A) 3.0 M. G SUGR Booster Pumping Station construction under KMC at Sealdah.

B) Building and Township Construction at Science city near china town.

C) Building and township construction at Howrah River dale site near Howrah Tram depot.

D) Joka- B.B.D. Bag Metro Platform construction site.

Job Responsibility: -

1. Maintained all statutory compliance related to C.L(R&A), Half yearly and annually Return submit under Contract labor (R&A) act, Contract labor license renewal, New labor license make, number of workers increase, etc., Minimum Wages Act, ESIC Act, W.C Act, P.F Act & Bonus Act, Trade Union Act, Industrial Dispute Act, Factory Act Gratuity Act, BOC Act, Prepared P.F statement, Bonus statement, ESIC statement and daily manpower report.
2. Efficiently worked on developing better employee relations by building a strong grievance handling mechanism, problem resolution while coordinating with higher authorities; also implemented measures for promoting cooperative & harmonious working environment and maintained proper decorum & discipline by executing policies & procedures
3. Screening, shorting, selection, Recruitment and staffing for local contractual staff & workmen, co-ordination with HO in order to complete performance appraisal system. Identification of training needs for employee and arrangement training program for those.
4. Prevent any union formation by taking care of employees and addressing their grievances. Liaison with various government officials, labor offices and Local leaders. Maintained coordination & liaison with political groups, labor department, other departments; efficiently prepared administrative budget bill and cost, checking gate pass authorization for asset moving.
5. Maintained daily office correspondence regarding daily attendance, salary of staff, and wages for workmen, bill checking related to admin and all site administration job, Vehicle arrangement, accommodation arrangement for Staff and Labor.
6. Increased administrative efficiency by maintaining stringent vigilance related to the above-mentioned fields.
7. Ensured facilitated adherence to statutory compliances, policies and procedures as per the company's norms and statutory provisions; controlled time office management, attendance system & leave matters, wage/salary administration of operators & staff of Building Construction & Infrastructures and Water Treatment Plant.
8. Facilitated efficient labor allocation, employee scheduling and staff management Practices.
9. Ensure employee health and welfare activities are taken up and maintenance of all records according to the provision of the acts.
10. Grievance handling, Disciplinary Actions, dealing with all matters related to P&A functions. Preparing Manpower plans to meet business requirements plan.
11. Human Resources Management, Interview, selection, employee record keeping, Pay roll management.

LANGUAGES KNOWN

Bengali (Read, Write, Speak) - English (Read, Write, Speak)- Hindi (Read, Write, Speak)

❖ **ACADEMIC & PROFESSIONAL QUALIFICATION:**

| EXAM | Institute & University | Year | Class/Div. | Marks (%) |
|--------------|------------------------|------|-----------------|-----------|
| B. Com (Gen) | Calcutta University | 2009 | 2 Nd | 50.00 |
| H.S. | W.B.C.H.S.E. | 2006 | 2 Nd | 50.00 |
| Secondary | W.B.B.S.E. | 2004 | 2 Nd | 53.00 |

| Course | Institute | Session | Performance |
|--|--|----------|--|
| Post Graduate Diploma -in Human Resource Development and Labor Welfare. (<i>Fulltime Regular course</i>) | SLI (State Labor Institute), Department of Labor, -Govt. Of West Bengal. | 2011-12. | PASSED 1 st SEM WITH 1 ST CLASS (71%) PASSED 2 nd SEM WITH 1 ST CLASS (81%) |

COMPUTER PROFECIENCY:

- Operating System – WINDOWS, WINDOWS' XP.
- Application – MS WORD, MS EXCEL, MS POWERPOINT, TALLY, AUTO CAD & CAD CAM. **ORACLE, ERP, SAP, CLM, HRMS, PAY SQUARE, TAMS.**
- CERTIFICATE COURSE IN COMPUTER SKILLS FROM 'Y.C.T.C' Govt. of West Bengal.

❖ **PERSONAL INFORMATION:**

| | |
|-------------------|--|
| Name | MD IKBAL HOSSAIN MOLLICK |
| Father's name | YOUSUF ALI MOLLICK |
| Date of Birth | 19 th OCTOBER 1988 |
| Nationality | INDIAN |
| Sex | MALE |
| Marital Status | MARRIED |
| Present Address | VILL+P.O-ACHIPUR. P.S: -BUDGE BUDGE, 24PGS(S), PIN: -700138 (W.B) |
| Permanent Address | VILL+P.O-ACHIPUR. P.S: -BUDGE BUDGE, 24PGS(S), PIN: -700138 (W.B) |
| Mode of Contact | Mobile (8697238602) (8910068502) Email. md.ikbalhm@gmail.com |

Present CTC Annually: Rs. 7,38,118/- (FIXED).

OTHERS DETIALS:

- ❖ *Eight Month Training as **a labor welfare officer** at **Budge Budge Jute Mill Limited** (Jan'14- Aug'14)*
- ❖ *Completed Training from "Regional Labor Institute", Kolkata on "**Industrial Safety and Hygiene**".*
- ❖ *PROJECT WORK - AT "BESCO LIMITED (WAGON DIVISION) ON "**ABSENTEEISM**".*
- ❖ ***Senior Professional in First Aid**-Training completed from **St. John Ambulance Indian Red Cross Society**.*
- ❖ ***ISO 9001:2015 Awareness and Internal Auditor Training** Courses Completed from Kumar Cons:*

REFERENCE & DECLARCTION:

Mr. Sudipta Sarkar : Ex H.R & I.R – **MBE** & Present HR at **TEXMACO Rail**- 8777721296
Mr. Avijit Sarkar : Manager-HR/IR-**C.E.S.C Ltd.** Budge Budge Generating Station -9163326183.
Mr. A.K. Basu : H. R & I.R –**Besco Limited** – 8777560283

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above.

Place: Kolkata-700138, West Bengal, India.

Date:

Md Ikbal Hossain Mollick