

Amit Kumar Bharati

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Executive Summary: • A dynamic HR Professional with over 14 years of experience in Generalist Profile • Proficiency in stakeholder management & recruitment process entailing resume generation, screening and short-listing with appropriate compensation • Merit of providing prompt resolution of employee grievances to maintain cordial management-employee relations • Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams • Successful at motivating staff through clear communication and outstanding organizational skills

Areas of Expertise

- HR Policy Execution,
- Talent Acquisition
- Stakeholder management
- Vendor Management
- MIS Preparation
- Handling the IR issues
- Statutory Matter/ Compliance handling
- Employee Relation/ Employee engagement activity
- Training & Development

Currently working with:

Future Supply Chain Solutions Ltd. (Future Group) From April, 2014 to till date as **Area People Officer. (Supply chain & Logistics)**

Key Result Areas:

- Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives • Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments. • Carrying out induction / orientation program to the new recruits (Completion of onboarding process, Induction for all on roll employees, ensuring job description for all new joiners) • Updating all new staff details in HRMS (Human Resource Management

System) • Developing & maintaining MIS reports and other HR operation reports. • Ensuring adherence to the statutory compliances with respect to the establishment. • Maintaining healthy relationship between individual workers, employees and plays a critical role in settlement of various disputes within an organization. • To deal with Contractors, labour, local political authorities, for minimizing the use of jargons and try to communicate in simple language and if possible try to communicate in local language to avoid any confusion. • Reduce the employee grievances by effective Counselling and involvement.

With SMC Global Securities Ltd. From Jun'09 to Mar'14. (Stock Broking)

Designations: Executive -Human Resources

Roles & Responsibilities:

- Management of the complete recruitment life-cycle by implementing the talent acquisition strategy by sourcing resumes through a combination of Job Portals, Professional Website, Internal Job Posting, Referrals & empanelled Consultants for staffing as per the needs of the business.
- Handling the joining formalities for new joinees.
- Managing the entire induction process for new recruits in different functions.
- Maintain and update various databases and reports like leave status of employees, absenteeism report, advances, exit report, and Personnel files.
- Handling of all statutory requirements like Shops & Establishment, Trade license. Preparation and timely submission of all monthly, half yearly and annual statutory returns & challans related to PF, ESI and other Govt. Agencies.
- Responsible for managing all employee engagement as well as welfare and recreational activities.
- Conducting Exit interview, preparing and ensuring full and final settlement, issuing of Experience and Relieving letters.

INOX Leisure Ltd. [Oct, 2008 to May, 2009] (Multiplex)

Designation: Executive – Human Resources

Roles & Responsibilities:

Handling the Recruitment Process for the unit, Handling joining formalities of new joinees and arranging the induction process, Drafting of offer letters, appointment letters, promotion letters, confirmation letters, increment letters, disciplinary letters, etc., Taking care of the compliances relating to ESIC, PF, Gratuity, Shops & Establishment, and Contract Labour. Effectively managing the Swipe Card System, Preparation of Attendance of employees on monthly basis including the outsourced employees, Taking care of Employee Welfare activities, Ensuring Staff Discipline and initiating disciplinary procedures whenever required, Preparing Training Plans and facilitating training programmes in the unit, Handling

the exit formalities of the resigned employees including Full & Final Settlement, Preparation of various MIS Reports as per requirement of Corporate HR Department and other unit level departments.

Dishari Health Point Pvt. Ltd. [Oct 2007 – Sep 2008]

Designation: Executive – HR & Admin

Job Profile: Handling the Recruitment Process, Handling joining formalities of new joiners and arranging the induction process, Drafting of offer letters, appointment letters, promotion letters, confirmation letters, increment letters, disciplinary letters, etc., conducting training programmes for the staff members, Taking care of Employee Welfare activities, dealing with the vendors

Education:

MBA [HR & Mktg.] from North Bengal University (2005-2007)

BBA [Hons.] from University of Burdwan (2001-2004)

Project Work:

Indian Oil Corporation

Topic: Revival of IOCL retail outlets through Akraman Retail Outlet Strategy

Personal Affiliation:

Father's Name: Mr. Subhas Chandra Bharati

Date of Birth: 28th November, 1981

Interests: Surfing Net, Reading Magazines, Watching Movies, Playing outdoor games, interacting with people

Expected CTC- As per industry standard

Place:

Date

(AMIT KUMAR BHARATI)