

PERSONAL BACKGROUND

I have more than Ten years of work experience in Manufacturing & Construction Companies. I have exposure in HR/Personnel/Administration functions during this period of service. In HR area I have dealt with work relating Recruitment, Induction payrolls, wage settlements, Liaisoning with Inspector of Factories, PF, ESI, and other statutory bodies, Labour and staff welfare including compliance with statutory formalities and requirements.viz. to supervision and control in the maintenance of statutory records, In administration field I have handled office administration, facilities management, Liaisoning with Government Departments, Statutory bodies and Customers. I can effectively handle HR/Personnel /Admin functions to the best of my ability.

ROLES & RESPONSIBILITIES

Recruitment & Selection:

- Sourcing profiles from executive to managerial level through employee referrals and networking.
- Pre-screening of resumes and checking candidates' competencies after an introductory conversation with candidates.
- Screening and short-listing resumes followed by scheduling interviews for the prospective candidates as per the convenience of the Management.

Joining and Induction Formalities:

- Taking care of all Joining formalities for new joiners.
- Preparing New Joiner's data for Employee Code generation and updating Database.
- Issuing ID card, Open the bank account, Form filling {PF, ESI, Gratuity, etc.}

Time Management:

- Updating and tracking leave records of all employees
- Tracking late comers, early goers
- Tracking outdoor work employees OD slip entries

HR Operations:

- Taking care of the complete HR operations right from Hire-retire including joining formalities, Payroll, managing PF & ESIC

Exit Process:

- Facilitating the clearance process for the resigned employee.
- Coordinating for their Full & Final settlement.
- Conduct Exit Interviews for resigned employees and escalate issues, if any, arising from the interview

Admin Functions:

- Office Administration includes Maintenance of Office/Factory Premises viz. Supervising House Keeping, Security, Assets Management, Insurance (Fire & Burglary, Company Vehicles, and Accidental Insurance for employees). Liaisoning with Government Bodies.

KRISHNA DASH

Senior Executive - HR & Admin

WORK EXPERIENCE

Senior Executive - HR & Admin

M/s QUALITRONICS MADRAS PRIVATE LIMITED | Mar2016 - Present

- Managing the overall HR activities right from Hire-Retire including Recruitment strategy, Onboarding, Payroll processing, Statutory records, Time management, Exit process, Admin Functions and otherHR & Admin activities.

Assistant Officer- HR & Admin

M/s HINDUSTAN DORR-OLIVER LIMITED | May 2014 - Feb 2016

- Managing the overall HR activities right from Hire-Retire including Recruitment strategy, Onboarding, Payroll processing, Statutory records, Time management, Exit process, Admin Functions, and otherHR & Admin activities.

Senior Assistant - HR & Admin

M/s IVRCL LIMITED | November 2008 - May 2014

- Managing the overall HR activities right from Hire-Retire including Recruitment strategy, Onboarding, Payroll processing, Statutory records, Time management, Exit process, Admin Functions, and otherHR & Admin activities.

ACADEMIC QUALIFICATIONS

MBA (HR)

Indian School of Business Management and Administration. 2014-2015

BA

Utkal University, Odisha. 2005-2008

DIPLOMA IN OFFICE ADMINISTRATION

National Institute Of Labour Education and Management (NILEM). Chennai. 2010


STRENGTHS



- Self-confidence
- Hard worker
- Communication
- Skill
- Endurance, etc.

HOBBIES

- Playing cricket
- Reading News papers
- Posting Blogs

GET IN TOUCH WITH ME

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PERSONAL DETAILS

Father Name : Bijaya Kumar Dash
Date of Birth : 15th June 1988
Sex : Male
Nationality : Indian
Languages are known : Odiya, English, Hindi &
Tamil (Speak only)
Marital status : Married
Mother Tongue : Odiya.
Permanent Address : S/O - Bijaya Kumar Dash
At/Po- Chingudi Khol,"
Kodala (Via), Ganjam Dist,
Odisha-761032.

"I hereby declare that the above information's are true
to best of my knowledge."

Date:

Place: (Krishna Dash).