

PRANABANANDA GHOSH

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Seeking assignments as Manager Administration/ HR/ IR with an organization for self and organizational growth.

PROFESIONAL SNAPSHOT

- Worked for more than **14+ years** in the field of Employee Relation, Labour Law Compliances, I have consolidated my experience & expertise in HR affairs, Employee Relation, Statutory Compliances, Liaison and Administration. I have spearheaded reforms in Statutory Compliances, Contract Labour Management & Liaison.
- Presently associate with **TATA Projects Ltd** which is a Group Company of **TATA Sons Ltd**. Diversified into various business verticals like Industrial Infrastructure, Housing, Steel, Automobile, Power Generation & Distribution, Information Technology, Mining, Gas & Agro in India as well as in abroad.
- Reporting to **Business HR Head** and managing all day to day activities related to HR Operation, Employee Relation, Statutory compliance & Contract Labour Management.

EMPLOYMENT PROFILE

Since Jul'18 at Tata Projects Ltd., Navi Mumbai, Maharashtra - as Deputy Manager-Human Resources

Present Job Responsibility: -

Statutory Compliance:

- ✓ Ascertaining the compliance of statutory provisions under the various Labour & Industrial Laws like Factory Act, Employees Provident Fund & MP Act, Contract Labour (R & A) Act, Minimum Wages Act, Payment of Wages Act, Employment Exchange Act, Employees Compensation Act, ESIC Act, and Building & Other Construction Workers Act. etc.
- ✓ To look after contract labor management and control over contractor through proper SOP and ensure every contractor compliances under various statues.
- ✓ To ensure proper maintenance and generation of MIS related to Contract labors executing work under different contractors' establishments.
- ✓ Monthly Wage verification of contractors & insuring the compliance of Monthly statutory dues.
- ✓ Proper checking and verification of bills of contractor as per statutory (EPF, ESIC, WC, MMW, POW Act. and man days) point of view.
- ✓ Regularly conduct Statutory Compliance Audit of all Contractors.

Online Labour Law Compliance Management System

- ✓ *Monitor & Update All Applicable Labour Law Compliances Records, Registration & Returns in Centralize "LCMS Software System" as per the due dates under Various Labors Laws.*

Industrial Relation

- ✓ Liaisoning with Govt. regulatory authorities including - Regional P.F. Commissioner, Additional Labour Commissioner, Labour Officer, Employment Exchange, Dy. Director Industrial Health & Safety, Commissioner of Workman Compensation Office, ESIC Authority, Dy. Commissioner of Police, Local Police Station, Local Leaders & Villagers etc.
- ✓ Developed productive relations with Govt. / Private Establishments and obtaining their support as and when required.
- ✓ Maintained effective relations with the local leaders to resolve the problems created by local villagers.
- ✓ Representing the management in different discussions at government as well as at private levels
- ✓ Handling Workers Grievances at site.
- ✓ Working on Directs benefit programs to include health, retirement, death, disability, and unemployment.
- ✓ Managing the entire workforce in the plant, maintaining cordial labor management relations to avoid loss of man-hours due to labor unrest.
- ✓ Maintaining positive environment/ industrial relations inside the plant/workplace.
- ✓ To ensure for proper resolving of the IR issues (unrest/ strikes) arises in the sites by proper counseling.

Time office:

- ✓ Maintaining daily attendance in Bio Metric attendance system.
- ✓ Maintaining leave, out duty, overtime records of company employees.
- ✓ Real time MIS updating.

HR Operations:

- ✓ Counseling and mentoring employees and Management team to provide impartial determination to employee issues and to seek an effective resolution.
- ✓ Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- ✓ Initiative in Exit Process & Inputs to Pay Roll for full and final settlement.
- ✓ Keeping track of Service Confirmation, Service Extension of employees.
- ✓ Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, relieving letter, etc.
- ✓ Evaluates employee satisfaction and improves weak areas and take new initiative according to the results.

Performance Management / Appraisals:

- ✓ Aligning Employees KRA's with company's objective in line with Balanced Scorecard.
- ✓ Initiatives & reviewing the same with Functional Heads & Top Management. Responsible for facilitating Performance Appraisal Process Coupled with initiating the appraisals for the eligible candidates.
- ✓ Capturing and consolidating the data for performance ratings and closing the process by distributing the Appraisal Letters to the employees.

Payroll:

- ✓ Inputs in HRMS system for salary preparation for staff & Worker with the help of attendance report from time office.

- ✓ Incorporating fines, loan/advances overtime.

Personnel Activities:

- ✓ Complete management of medical insurance and personal accident insurance benefits for employee and their dependents.
- ✓ Coordinating with insurance company to ensure coverage of employees and their dependents.
- ✓ Creating awareness among the employees on insurance coverage. Guiding and helping them in getting their claim processed.
- ✓ Handling quarries and grievances raised by the employees.

MIS:

- ✓ Preparing and updating employee's master database.
- ✓ Maintaining employee's personal files.
- ✓ Preparing MIS Reports on new joiners, employees quitting the company.
- ✓ Preparing and updating statutory compliance report.
- ✓ Maintaining database of the employees regarding their salary and compensation.

Employee Engagement:

- ✓ Celebrations of Festivals, and other company events.
- ✓ Effectively managing welfare measures, management - employee get together, picnic & party.
- ✓ Developing employee engagement programs like Initiated and administered a welcome-mail to all new joiners, Initiated regular Birthday mails & celebration.

General Administration:

- ✓ Establishing & looking after the Administrative Systems such as Engineer's Hostels, Guest House, Transport System & allied functions for smooth operations.
- ✓ Taking care of Security Services of Offices & Site/Plant area.
- ✓ Administration of office Pantry/Dinning Hall.
- ✓ Management of movements within & outside the Plant.
- ✓ Office administration & Stationary Management.
- ✓ Taking care of House-Keeping & Hygiene of Office Area.

Nov'13-Jul'18 at Larsen & Toubro Ltd., Vadodara, Gujarat- as Executive- Industrial Relation

Job Profile:-

- Accountable for:
 - ✓ Monitoring statutory compliance doc & IR at work place.
 - ✓ PF mater of labours & staffs.
 - ✓ Grievance handling at work place of Staffs, Labours.
- Establish Guest House / Office as per Company Policy. Provide necessary support to run the mess smoothly.
- Dealing with the Vendors for negotiation.
- Vehicle Management.
- Security Management.
- Administrating support including drafting letter for diff function at Plant.
- Liaising with local authorities.

- Mobilizing & maintaining communication channel at different level.
- Reviewing administration work periodically for more improvement & proper decision.

Oct'12- Apr'13 at Hindustan Engineering & Industries Ltd., Satragachi, as Asst. Manager-Personnel

Job Profile:-

- Accountable for:
- Monitoring statutory compliance doc & IR at work place.
- PF & ESI mater of labours & staffs.
- Grievance handling at work place of Staffs, Labours.
- Up-keeping office, Factory & security arrangement.
- Administrating support including drafting letter for diff function at Plant.
- Liaising with local authorities like labour officer, PF & ESI Office, etc.
- Mobilizing & maintaining communication channel at different level.
- Reviewing administration work periodically for more improvement & proper decision.

Sept'10-Sept'12 at Hindustan Construction Co. Ltd., Baharampore, as Personnel Officer

Job Profile:-

- Accountable for:
- Maintaining statutory compliance doc & IR at work place.
- Local Staffs, Labours Wage Sheet preparation and disburse their salaries.
- PF mater of labours & staffs.
- Canteen and staff mess accommodation.
- Grievance handling at work place of Staffs, Labours..
- Up-keeping office, & security arrangement.
- Administrating support including drafting letter for diff function at site.
- Liaising with local authorities like police, labour officer, PF Office, etc.
- Mobilizing & maintaining communication channel. Issuing gate pass for labours.
- Organizing Birthday Welcome Meeting for staff at site office.
- Reviewing administration work periodically for more improvement & proper decision.

May'09-Aug'10 at JMC Projects (I) Ltd., Raigarh as Assistant Officer-HR & Administration

Job Profile:-

- Accountable for:
 - ✓ Maintaining statutory compliance doc & IR at work place.
 - ✓ Local Staffs, Labours Wage Sheet preparation and disburse their salaries.
 - ✓ PF Statement preparation of labours.
 - ✓ Canteen and staff mess accommodation.
 - ✓ Grievance handling at work place of Staffs & Labours.
 - ✓ Vehicle control, maintain document regarding vehicles.
- Up-keeping office, labour colony & security arrangement.

- Administrating support for diff function at site.
- Establishing housing facilities including maintaining accurate records, and liaising with landlords and agents.
- Liaising with local authorities like police, labour officer, etc.
- Reviewing administration work periodically for more improvement & proper decision.

Dec'05-Apr'09 at Simplex Infrastructures Ltd., Guwahati/ Kolkata as Officer-Grade-II (Personnel)

Key Accountabilities:

- Accountable for:
 - ✓ Maintaining statutory compliance doc at work place.
 - ✓ Canteen and staff mess accommodation.
 - ✓ Grievance handling at work place of Staffs & Labours.
 - ✓ PF statement preparation of labours.
 - ✓ Vehicle control, maintain document regarding vehicles.
 - ✓ Local staffs, labours wage sheet preparation and disburse their salaries.
 - ✓ Administrating support including drafting letter for diff. function at site.
 - ✓ Establishing housing facilities including maintaining accurate records and liaising with landlords/ agents. Maintaining attendance of staffs and labours.

EDUCATION

- ✓ Pursuing **TD-Diploma** from Indian Society for Training and Development (ISTD)
- ✓ **Master in Social Welfare** from Kalinga University in 2016.
- ✓ **Post Graduate Diploma in Business Management** with specialization in Human Resource Management from Institute of Management ,Bhubaneswar Orissa in 2005.
- ✓ B.Sc. from Burdwan University in 2001.
- ✓ H.S.C from W.B.C.H.S.E in 1997.
- ✓ S.S.C from W.B.B.S.E in 1995.

TECHNICAL QUALIFICATION

- ✓ Diploma in Mechanical Engineering from K.G.E.I under W.B.S.C.T.E in 2003.

COMPUTER KNOWLEDGE

- ✓ MS Word, Excel, Power Point and Internet Application.

PERSONAL DETAILS

Date of Birth 14th December, 1978

Languages Known Bengali, Hindi, English & Oriya

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