

## **BIO DATA**

### **CAREER OBJECTIVES**

To transform every challenging opportunity in to a success

Story with my Industrial Relations analytical skills, dedication and determination.

### **EDUCATIONAL QUALIFICATIONS**

- MATRIC -2002
- Higher Secondary. -2004
- B.A Graduation -2008
- MBA-2011

### **CORE COMPETENCIE**

- 02 years' experience in construction site under SRC Company Infra Pvt.Ltd.across India.
- 08 years' experience in construction site under Larsen & Toubro Ltd (B&F IC) across India.
- Good communication skill
- Well convened with applicable labour laws.
- Interacting with Job Related Govt. Official
- Commitment and dedication for professionalism ,
- Hardworking and self-confident
- Arbitrate labour disputes in collaboration with the legal department.

### **WORK EXPERIENCE**

- Worked as a Officer Administration with Larsen & Toubro Limited, ECC Division, **Construction of ESIC Medical & Hospital Collage ESIC Hospital & Medical Collage (01.01.2011 to 07.12.2012)**
- Worked as a Officer Administration with Larsen & Toubro Limited ECC Division, **Construction of KCP Cement Plant-II Ramkrishnapuram, Muktyalaya(12.12.2012 to 02.05.2013)**
- Worked as a IR & Administration with Larsen & Toubro Limited ECC Division, **Construction of Orient Cement Plant Chittapur-Gulbarga (02.05.2013 to 11.08.2015)**
- Worked as a IR & Administration with Larsen & Toubro Limited ECC Division, **Construction of Super Specialty Hospital Project IIT-Kharagpur (15.08.2015 to 14.04.2019)**

### **Biswajit Hait**

#### Email

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Cell No: - +91 9123143277

#### **Permanent Address**

S/O - Balai Chandra Hait

Vill - Mellock

Po - Mellcok

Dist. -Howrah

Pin -711303

State -West Bengal

#### **Personal Profile**

D.O.B - 03rd May 1986

Sex - Male

Father Name- Balai Chandra Hait

Nationality- Indian

Religion- Hindu

Marital Status- Married

#### **Language Knows.**

English,Hindi,Bengali

#### **Hobbies.**

Making Friends,

Knowledge surfing,

Playing Cricket.

- Worked as a IR & Administration In charge with KEC International Ltd, **GU Expansion Project Nuvoco Cement at Jamshedpur (15.04.2019 to 13.03.2020)**
- Worked as a IR & Administration In charge with KEC International Ltd, **ACC Tikaria-U.P Expansion Project (13.03.2020 to 22.05.2020)**
- Worked as a IR & Administration In charge with KEC International Ltd, **FGD Project at Maithon (22.05.2020 to 30.11.2020)**
- Worked as a IR & Administration In charge with SRC Company Infra Pvt.Ltd, **Manuguru to BTPS Power plant Railway Project (01.12.2020 to Till Date)**

## Administration. ROLES AND RESPONSIBILITIES AND ACIVITY

- ❖ **IR & Administration In charge of the Railway Project at Manuguru-Telangana.**
- ❖ **License under contract Labour, InterRegistration BOCW Act & Renewal.**
- ❖ **The Inter-State Migrant Workmen (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979**
- ❖ **Recruitment of Proper category of workmen & development of sub-contractors.**
- ❖ **Compliance under applicable laws as per contractual requirement of client.**
- ❖ **Installing & operating of Bio-metric system in relation to attendance wages etc.**
- ❖ **Reporting to the Labour strength, PF ESI & Compensation cases site & Cluster**
- ❖ **Negotiation & Maintaining industrial relation with local Union**
- ❖ **Up keepment of Labour camp staff quarters And Transportation**
- ❖ **Mobilization & Demobilization of the project.**

### IR Activities

- ❖ **Handing of Labour unrest, strike and Other Labour issues.**
- ❖ **Grievance Handing and Disciplinary action.**
- ❖ **Looking after Leave employee's welfare and benefits.**
- ❖ **Preparing the daily report on the day to day activities implements of Bio metric system.**
- ❖ **Daily /fortnightly/Monthly/Quarterly /Half yearly/Yearly report updating to Site as well as cluster office**

**DECLARATION**

I hereby declare that all information furnished above is true to the best of my knowledge and belief. I will be faithful and will loyally carry out the duties the assign to me.

Thanking you

Biswajit Hait.