

# CURRICULUM VITAE



## **PARTHA SARATHI GHOSH**

Village : Bahadurganj  
P.O : Fulberia  
P.S : Garhbeta  
District : PaschimMedinipur  
Pin Code : 721127  
Mob No : 8420034154,8910431807  
E-mail ID : parthasarathilnt@gmail.com

### **CAREER OBJECTIVE:**

To work with the company with hard working and ambitious approach in order to provide efficiency and productivity.

To accept new and challenging assignments in the Area of IR in Personnel & Administration with growing companies and investing my skills, knowledge and experience for the company's advantage and growth.

### **WORKING EXPERIENCE:**

Organization:	LARSEN & TOUBRO LTD, ECC DIVISION
Project:	Railway Link Project For SEL, Jharsuguda, (Orissa)
Designation:	TIME OFFICE (Asst.)
Duration:	From: 16th August-2010 to 30th November-2011 .

Organization:	LARSEN & TOUBRO LTD, ECC DIVISION
Project:	Sonadih Railway Siding Project For LIPL, Raipur, (Chhattisgarh)
Designation:	TIME OFFICE (Asst.)
Duration:	From: 1 December-2011 to 31th July-2013.

Organization:	LARSEN & TOUBRO LTD, ECC DIVISION
Project:	K.M.D.A. ROB/FLY OVER Project(Kolkata)
Designation:	TIME OFFICE (Asst.)
Duration:	From: 1 <sup>st</sup> August'2013 to December-2015.

Organization:	LARSEN & TOUBRO LTD, ECC DIVISION
Project:	Jinjira Bazar to Bata Nagar Flyover Project(Kolkata)
Designation:	TIME OFFICE / IR (Asst.)
Duration:	From: 1st January-2016 to 31th January-2019.

Organization:	NCC LIMITED.
Project:	AIIMS Project (Guwahati)
Designation:	ADMIN (Officer)
Duration:	From: 01st Feb'2019 to Till Date.

## **JOB RESPONSIBILITIES:**

- Screening of Workmen and induction.
- Wages and Salary fixation and administration.
- Contract wage Payment and statutory compliance.
- Verifying day to day records and Administrative activities.
- Administrating to the sub ordinates and follow up the assigned works.
- Co-ordinating and Reporting to the Administration manager.
- Maintaining Conveyance vehicle arrangement and preparation of monthly bills.
- Security Management & Co-ordination with Sr. Security In-charges and preparation of monthly bills.
- Co-coordinating with the safety department for the safety precaution.
- Managing the Staff Accommodation, and preparing Rent/Leased Agreement and renewals.
- Looking after all the statutory records and returns.
- Dealing with the PF, ESI, DLO and Factory Act Authorities.
- Looking after Leave, Bonus and incentive and other fringe benefits.
- Monthly Salary preparation based on attendance in Enterprise resource planning (ERP).
- Settlement of retrenchment and termination compensation.
- Liaison with all Govt. and Statutory Bodies.
- Handling of labour unrest, strike and other labour issues.
- Grievance Handling and Disciplinary action.
- Looking after employees welfare and benefits.
- Preparing the daily report on the day to day activities.
- Responsible for labour license, provident fund and interaction with the concerned authorities of the Government sector and meeting the labour inspector for necessary renewals.

## **EDUCATIONAL CREDENTIALS:**

<b>Examination Passed</b>	<b>Name of School/College</b>	<b>ofome of Education/University</b>	<b>/Boord of Division</b>
Madhyamik	Kadma High School.	W.B.B.S.E.	2nd
Higher Secondary(H.S)	Harmashra High School	W.B.C.H.S.E.	2nd
B. A.	Garhbeta College	Vidyasagar University	2nd

**COMPUTER PROFICIENCY:**

DCA (Diploma in computer application) in Webel Computer Institute, Garhbeta for 1Year.

OPERATING SYSTEM - MS-Dos & M.S. Office,

**OTHER ACTIVITIES:**

- Participated in inter college sports like Cricket.

**PERSONAL PROFILE:**

Name : Partha Sarathi Ghosh  
Father's Name : Barid Baran Ghosh  
Date of Birth : 12-05-1987  
Sex : Male.  
Marital status : Married.  
Nationality : Indian.  
  
Language Known : Hindi, Bengali and English.

**PERMANENT ADDRESS**

Village : Bahadurganj  
P.O : Fulberia  
P.S : Garhbeta  
Dist. : PaschimMedinipur  
Pin Code : 721127 (W.B)

**DECLARATION:-**

I declare that the information and facts stated above are true and correct tothe best of my knowledge and belief.

**Place :-** Garhbeta (W.B)



**[PARTHA SARATHI GHOSH]**