

RESUME
OF
GOPAL CHANDRA SATAPATHY

FOR THE POST OF Manager/SR.MANAGER/AGM/DGM-HR

QUALIFICATION

B.A.(HONS), Economics.

PG Diploma in Personnel Management (PGDPM) from NPM

MS Office (MS Words, Excel, etc.)

EXPERIENCE : More than 20 years .

SPECIAL ABILITY SHOWN IN CAREER :

1. Implementation of HR policies in Newly opened FOUR star property at Chennai(155 rooms).
2. Arranged clockwise training programme.
3. Successfully solved the IR problem & Union strike.
4. Have a good knowledge of cost control, specially in HR
5. Attended court cases related to Labour problem, & PF & ESI cases.
6. Successfully solved the PF & ESI cases.
7. Done domestic enquiries as Enquiry Officer & have a good experience in the line .

SPREAD OVER EXPERIENCES :

As Manager-HR in The Chariot Resort & Spa, a unit of M/s Brijsons Hotel Pvt.Ltd, Puri, Orissa from September, 2014 continuing... and looking after the following jobs :

- a. Implementation of HR policies.
- b. Recruitment – to ensure exact manpower placement and utilization.
- c. HR & IR issues- day to day and also pending matters.
- d. Statutory compliances including computerization of PF & ESI returns.
- e. Time Office & security function.
- f. Training – performance linked, inhouse and outside.
- g. Proper Induction and maintaining personal record.
- h. Day to day administration.& local administration.
- i. Promotion, Increment & Performance Appraisal

As AGM(HR) in M/s OSL, Group from August, 2010 to August 2014 & looking after entire HR gamut and Administration.

Responsible for entire administration having 300 staff/employees.

Responsible for implementation of new HR policies,

Key Responsibilities:

§ Recruitment & manpower planning

§ Training & Development

§ Industrial Relations – Handling Unions & Local Leaders.

§ Discipline & Disciplinary Actions.

§ Legal & statutory Compliance.