



SUBHASCHANDRA RAI

Section Head-Group Payroll & Human Resource

☎: +91-8138018043

✉: subhashraip@gmail.com

Academics

MSW-HR & IR - 2002

B.A (Economics) - 2000

Core Competencies

- Compensation & benefits
- Statutory Compliance
- Employee Relation
- PMS
- Talent Acquisition
- Policies & Procedures
- HR Analytics

IT Skills

Expert HRMS, Spine HRMS

Personal Details

Date of Birth: 22-03-1979

Languages Known: English,
Hindi, Kannada and
Malayalam

Nationality: Indian

Marital Status: Married

Permanent Address: REB
Next Apartment, Flat
No.304, Kottara Chowki,
Mangalore-575006, India.

PROFILE SUMMARY

A Human Resources Professional with 18 years of competent experience and high degree of confidentiality, discretion and diplomacy. Strong working exposure of HR areas like Compensation & Benefits, Statutory Compliance, Policies & Procedures, Performance Management System, Employee Relation, Talent Acquisition and HR Analytics.

Worked with RAY International L.L.C, Sultanate of Oman as Section Head Group Payroll & HR; the Organization is specialized in areas of Energy, Oil & Gas, EPC, Insurance, Logistics and Automotive, and operating in Middle East.

Recognized for Successfully:

- Won the “Star of the Year Award” in 2011 for the commendable contribution in the overall growth of the Company.
- Recognized by RAY Management for receiving OPAL CVC (Compliance Verification Certificate) for having proper HR compliance in place.

EMPLOYMENT:

RAY International LLC, Muscat, Oman.

AUG- 2010-Feb-2024

Designation:

Section-Head Group Payroll & HR

Career Growth Path:

JAN- 2020 to Feb-2024 -Section Head-Group Payroll & HR, for RAY Group.

JAN- 2016 to JUL 2019 - Deputy Manager- Human Resources & Payroll, for RAY Group.

JAN- 2013 to DEC-2016 - Sr. Executive Human Resources, for Energy, Ritaj Engineering, RPE & SPI.

AUG- 2010 to DEC- 2012 - Executive Human Resources, for RAY Energy & RAY Oil & Gas.

Role:

- Headed the Group Company Compensation & benefits.
- Handled of all HR related Statutory Compliance of RAY Group.
- Responsible for timely payment of salary, bonuses, overtime, incentive and discrepancies/deductions.
- Handled employee leave Administration and air fare management system.
- Participated in the functional implementation of the new ERP Adept & Spine HRMS for the group
- Provided training for Managers on appraisal procedures and processes.
- Responsible of Internal, External Audit and ICV requirements and resolve all query.
- Liaised with Admin/PRO for Employment Visas and other Admin related matters.
- Provided and maintain full records of each employees, both HRMS and in paper form.
- Develop and launched of Online Employee Satisfaction Survey, with the aim of creating a better working environment and engaged culture.
- Managed Performance Management System and timely execution of entire Appraisal Process, issue of increment letters to ensure that the processes are completed.
- Developed and implemented simplifying the HCM process, suggest if any amendment required to the policy which can improve and smoothen the process.
- Handled HRIS and Management Reports on timely manner.
- Handled Employee Relation issues and grievances and maintained employee benefits.
- Liaison with Group Finance related to payments and yearly HR budget allocation process.
- Handled Employees Separation process.

L & W Construction Pvt. Ltd. Bangalore.**JUL 2009- FEB-2010****Designation: Sr.Executive-HR & Admin****Role:**

- Handled Recruitment: Source, screen, interview, and select talent for various roles.
- Handled Onboarding and mobilization of Manpower.
- Managed the timely payment of salary, wages, bonuses, overtime, incentive and discrepancies/deductions.
- Handled statutory compliance like registration & renewal of licenses, returns under various labour laws.
- Managed and maintained statutory records like E.S.I, E.P.F, Shops and commercial establishment Act & Contract labour Act etc.
- Supported to the Management to develop and implement HR policy & procedures.
- Handled employee leave Administration and other benefits.
- Handled employee Relation and resolved issues and grievances.
- Managed Performance Appraisal System.
- Handled Admin & facility related activities.
- Handled Employee Full & Final Settlement & exit formalities.

Nippon Express (India) Pvt. Ltd., Bangalore**NOV-2008-JUN-2009****Designation: Asst. Manager-HR & Admin.****Role:**

- Handled of PAN India Compensation & Benefits.
- Headed Recruitment of PAN India operation of the Company.
- Supported to the Management to develop and implement the HR Manual.
- Handled statutory compliance of PAN India.

- Handled statutory compliance like E.S.I, E.P.F, Shops and commercial establishment Act & Contract labour Act etc.
- Coordinated with government authorities related to compliance as and when required.
- Managed HRIS and data analytics
- Handled employee Relation and resolved complex employee relations issues and grievances.
- Managed Annual Performance Appraisal System.
- Handled Admin & facility related activities.
- Handled Employee Full & Final Settlement.

G4S Security Services (India) Pvt. Ltd. Bangalore

SEP-2007-NOV-2008

Designation: Sr.Executive-HR & Admin

Role:

- Managed end-to-end onboarding processes, including induction and orientation for new employees.
- Managed the timely salary disbursement, bonus, overtime, incentive and discrepancies/deductions.
- Handled statutory compliance related to ESI, EPF, Professional Tax and Shops & Commercial Establishment Act and Contract Labour Act, etc.
- Handled routine tasks of Administration and HR programs like employee engagement, attendance register, leave administration, disciplinary matters.
- Maintained harmonious relations with government departments and external agencies.
- Managed Client HR Compliance Audit and maintained proper documentation based on client requirements.
- Managed Annual Performance Appraisal System.
- Handled Employee Full & Final Settlement

UAE Exchange L L C. Abu Dhabi

FEB-2006-JUL-2007

Designation: Training Coordinator-HR & Admin

Role:

- Managed end-to-end onboarding processes for new employees & mobilization to respective branches.
- Managed up-to-date employee handbook and personnel policies.
- Handled continuous training of management staff on compliance and leadership.
- Supported Corporate HR matter and participated in ad-hoc projects.
- Provided Training budget and submitted to HR Head.
- Coordinated with Department Heads to identify training needs, feedback and design training programs based on Management approvals.
- Handled to arrange the all requested special training session to recommended employees.
- Supported Annual Performance Appraisal System.

Bhartiya International Ltd. Bangalore

JUN-2002-FEB-2006

Designation: Officer-HR & Admin

Role:

- Handled Recruitment and joining formalities. Creation of Personnel files and employee data of new and existing employees.
- Managed Attendance and Leave Management of Employees.
- Handled monthly Salary Process and Issue of Pay Slips.

- Managed ESIC & EPFO - New employees' registration, Monthly challan generation, update addition/deletion details.
 - Liaison with government Departments like, Labour, Factories, PCB, PF/ESIC, and Submission of Statutory returns and compliances.
 - Handled Admin & Facility Management (Monitoring Security Services, Canteen and House Keeping)
 - Managed Client HR Compliance Audit and maintained proper documentation based on client requirements.
 - Managed Annual Performance Appraisal System.
 - Handled Employee Full & Final Settlement & exit formalities.
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Academics Details

- **Master of Social Work (MSW-HR)**, from **Shree Devi Institute of Social Work (Mangalore University)**; Passed in 2002.
- **Bachelor in Arts with** Specialization in HEP from Mangalore University; Passed in 2000.

Training & Workshop Attended

- Attended HR Auditor training in 2013
 - Oman Labour Law – SASLO Legal Training Centre, Oman
 - Certified ISO 9001-2008 Internal Auditor.
 - Certificate of Completion of Corporate Human Resources, Industrial Relations and Labour Laws Professional from HR & IR Academy Bangalore.
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References

- Reference will be available upon request.
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