**Niranjan N. Das**

Mob. + 919879606579

[nnrajput@yahoo.co.in](mailto:nnrajput@yahoo.co.in)

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**Synopsis**

**Managing HR, IR, Personnel and Administration work with more than 23+yrs of experience in health care,manufactruing & print media industry in the field of Factory, Labour & Industrial Relation, Compention & Benift, Insurance i.e. Group Mediclaim, Personal Accident, Employee Compentation & orher policys, Payroll managment, General Administration, Labors Statutory Compliance procedure,** Liaison Govt. Authorities,Liaison with Banks, Govt. Authorities **Facility Management , Repair & Maintenance and General upkeep of Building, Proficient in the administration & management of the large sized facilities, units, utilities etc. A smart negotiator with abilities in finalizing cost effective contracts. A strong planner with exceptional, organizational, Interpersonal and Leadership skills.**

**Professional Experience**

* Ravi Fibreglass Industries

As a Sr. Manager (HR & Admin)

May-2018 to Continue

* Sterling Hospital

As a Sr. Manager (HR & IR)

March-2017 to April-2018

* Poggenamp Group of Companies

1. Poggenamp Nagarsheth Powertronics Pvt. Ltd.
2. Posco Poggenamp Electrical Steel Pvt. Ltd.
3. N. K. P. Infrastructure Pvt. Ltd.

As a Group- Factory Manager &DGM (HR & Admin)

April-2012 to February-2017

* Brady & Morris Engineering Co. Ltd. as a Manager - HR & Admin.

December 2008 to April-2012

* Sambhaav Group

1. Sambhaav Media Ltd. as a Manager - Personnel & Admin.

Printer & Publisher Of The Asian Age Ahmedabad Edition & Financial Express Gujarati Edition

June 1996 to September 2007

(2) Isotex Corporation as a Manager – HR & Admin.

November 2007 to December 2008

**Key Responsibilities**

* **Human Resource Management**
* Recruitment, Resources & Development
* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews
* Arranging and reviewing Job Analysis, Job Descriptions and Human Specifications.
* Putting in place Selection Procedures, Test Constructions & Administration.
* Handling all the functions of employee joining to leaving formalities.
* **Compensation & Benefits**
* Working out various remuneration policies, including pay packages for newly hired employees, and executing the same.
* Reviewing existing practices and to identify and implement innovative and practical solutions pertaining to reward, compensation and benefits.
* **Handling & coordinate for diffrent type of Insurance i.e. Group Mediclaim, Personal Accident, Employee Compentation & other policys.**
* **Reviewing & overseeing payroll managment.**
* Overseeing Attendance Records, Leave, Leave Encashment, LTC etc. and Payroll preparation as well as Personnel files and records.
* **Performance Appraisal**
* Formulating and implementing increment, incentive and other reward policies.
* Managing the appraisal process across the levels and establishing framework for substantiating the Performance Appraisal system linked to Reward Management.
* **Industrial Relations/ Employee Welfare**
* Ensuring prompt resolution of employee grievances to maintain good management-employee relations.
* Exposure in handling multi union setup
* Exposure in framing long term wage settlements
* Negotiating andamicably settling disputes with the Union and maintaining discipline & harmonious working environment across all employee levels.
* Attending interpersonal issues arising at work place & initiating motivational activities.
* Attending conciliation meetings & hearings. Representing the management in proceeding before conciliation - office Labour Court, Revenue Tribunal, etc.
* Actively involved in ensuring safety, health, hygiene of employees & work environment.
* Ensuring welfare amenities as laid down in Factories Act & rule.
* **Labour Law Operations**
* **Developing HR process aligned to the organization’s strategic plan.**
* To conduct the interviews in organized and professional manner and forward them to Director with proper recommendation for selection/rejection.
* Managing recruitment, wage and salary administration, training, employee relations, benefits, and EEO/affirmative action programs.
* Works closely with line and staff management to develop human resource plans and strategies to meet organizational requirements.
* To ensure selection and appointment for all categories of employees.
* Ensures that programs, practices, and policies comply with applicable laws and regulations.
* Maintaining Proper peace working environment in the Establishment.
* **Labour law related to factory and their issues/Grievances**
* **Conducting performance appraisal of employees in the company.**
* **Handling the management of health and safety of the employees.**
* **Coordination & Liaison work**
* **Liaising with necessary bodies for stationery requirement and AMCs.**
* **Liaising with necessary Govt. Bodies like Electricity, GIDC, Telecommunication, Factory Inspector, Provided Fund, Pollution Control etc.**
* **Maintain coordination with vendors, debtors & creditors, Labour Contractor,**
* **Coordinating with all necessary departments to smooth flow of daily routine work.**
* **Contract Management**
* Finalisation, development of new establishments. (Leave & License Agreement / Purchase Orders / AMC). Finalisation & Management of Guest Houses & Residential Flats.
* **General Administration**
* **Managing Administrative to ensure effective delivery of services including Housekeeping, Reimbursements of expenses , Repair & maintenance, Production, Security, Cafeteria, Office Equipment, Rail & Air Ticket, Advertisement, meeting, Stationeries Venders, Managing HR compliance procedure etc. to enable smooth day to day operation.**
* **Interfacing with Travel and Logistic agent for domestic / overseas travel & carrying goods and enabling smooth liveries distributions and couriers services.**
* **Organizing local events, program, training and other activities.**
* **Handling authorization for asset movement.**
* Timely Renewal of Insurance of the above Vehicles, Timely Payment of Road tax, if any, for the above vehicles and checking of Emission and obtaining certificated for the above vehicles.
* To ensure the welfare of all the staff are taken care of , and to suggest measures necessary and To ensure proper check over the Tea and Biscuits supplied to the employees late night and check the bills accordingly and pass it for payment.
* **Managing Estate and directing house allotment for employees.**
* **Preparing and maintaining MIS for effective cost monitoring.**
* **Steering smooth dispatch and receipt and keeping a track of returnable and non- returnable materials.**
* **Team Management**
  + Understand the goals and expectations that your managers have for your team.
  + Evaluate their performance and their ability to meet the deadline. Delegate work accordingly based on the skill and interest level of each person.
  + Give clear instructions as to what is expected out of the team member and follow through as required instead of micromanaging.
  + Take responsibility for the team and acknowledge their efforts in meetings.
  + Give clear instructions as to what is expected out of the team member and follow through as required instead of micromanaging.
  + Handle problems and changes effectively.
  + Treat the team members with respect and remain courteous while correcting their mistakes. Be friendly and approachable to them. Understand and be accommodating of their family commitments and difficulties.
    - **Education qualifications: B. Sc. (Chemistry) & L. L. B. (Labour Law)**
* **Personal Details**

Date of Birth (age): 24/10/1967

Languages Known: English, Hindi, Gujarati, Marathi and Oriya

Marital Status: Married

Present Salary: Rs. 10,00000/- per annum +Perks

Expected Salary : Negotiable

Notice Period : 30 days

References: Will be furnished upon request.

**Address:**

C-307, Suprabh Appartment,

Nr. Nandeshwari Mahadev,

Bakeri City, Makarba Road,

Vejalpur, Ahmedabad - 380051.