



# Human Resource Professional

## Summary

Experienced Human Resource professional, working area in Labour Law & Compliance & Attendance, Payroll & Leave Management, Recruitment (White-Collar & Blue-Collar Staff), Employee Engagement.

## Work Experience

**TM International Logistics Ltd. -Nov 2023 –Present, Ludhiana, Punjab**

- Look after Recruitment (within TAT), Compliance, Attendance, Payroll, Leave, and Employee Engagement.

**Delhivery Ltd. Apr 2022- Dec-2022, Mumbai, Maharashtra.**

- Spearheaded recruitment effort by sourcing, screening, and interviewing candidates for various positions within T.A.T.
- Orchestrated employee engagement initiatives to improve company culture and boost employee morale.
- Managed internal compliance audit at various location and ensure all statutory requirements.

**Compass Group India, May 2021-Apr 2022, Gurugram, Haryana.**

- Manage the end-to-end recruitment process (White collar to Blue Collar).
- Manage Attendance & Payroll & Statutory Compliance.
- Overall Discipline at site level.
- Employee Engagement.
- Handling employee grievances.

**H.R. Executive, Orion Security Solutions Private Ltd. -Sept 2019-Feb, 2021, Kolkata, West Bengal.**

- Taking care of Statutory Compliance requirement for entire West Bengal.

**H.R. Executive, Aparajitha Corporate Services Private Ltd. Aug, 2014-Jan-2017 Jan, 2018-Aug-2018, West Bengal Kolkata.**

- Looking after all the statutory compliance for ABB Sweden and ITC Factory
- Conducting Vendor audit on monthly basis and ensure all the statutory requirement.

**HR Executive (Compliance), Voltas Ltd. Project- NSCBI Airport, TSC SEZ Project, Kolkata May, 2012-Jan-2014**

- Look after Recruitment process, Attendance & Payroll & Leave, Employee Engagement
- Conducted internal audit of compliance processes and produced to identify areas of non-compliance and recommend corrective actions.

## Contact Details

[linkedin.com/in/manoj-nandy-9a16016b](https://www.linkedin.com/in/manoj-nandy-9a16016b)

[manojnet2@gmail.com](mailto:manojnet2@gmail.com)

91-9088-363024

Add: No 1 Motilal Colony,  
Post+PS-Dum Dum, Kolkata,  
West Bengal-700028

## Education:

\*Bachelor of Arts - Calcutta University

## Skills:

\*Regulatory Compliance  
\*Payroll  
\*Auditing Experience  
\*Employee Engagement  
\*Analytical skills- Expert

\*\*Learning Data Analytics (**Python, SQL, Power BI**, Tableau, Machine Learning, Deep Learning, Github

## Hobbies:

\*Data Science (**Python, SQL, PowerBI, Tableau, Machine Learning**)  
\*Football, Music