

**RAJIB ROY**

“Nabanilaya”, Lumkartick Lane, Harisabha
(Diagonally Opp. SBI Kench’s Trace Branch)
P.O. Laban, Shillong – 793004, East Khasi Hills, Meghalaya
☎ 98620 – 92950 / 87873 – 56970
Guwahati Address: Near Kali Temple, Rest Camp
Pandu, Maligaon, Guwahati – 781012

Objective: **Optimal utilization of costs for fulfillment of organization and personal growth**

Synopsis:

- Post Graduate Diploma in Human Resource Management from Gauhati University
- Masters Programme in Information Systems from IIPM, New Delhi
- Total professional experience 18+ years with core competence in handling administration, compliances in one of the leading construction and consumer durable industries
- Tandem experience of 4+ years in supervising hostel students
- Strong written and verbal communication skills in English

PROFESSIONAL EXPERIENCE

Senior Manager (Administration)

Channel Partner, Godrej & Boyce Mfg. Co. Ltd., Shillong since April, 2016 till date

Initially joined as Manager (Administration) and with the expansion of the company was promoted to Senior Manager (Administration).

Duties & Responsibilities

- General office administration and compliances
- Managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are maintained
- Supervise a diversified administrative program, which involves coordinating the work performed in several separate departments
- Ability to support both external and internal stakeholders through accurate reporting and communication
- Ability to develop work methods and procedures, and modifying existing procedures that will accommodate an everchanging environment

Warden (Honorary)

Students’ Home, Bharat Sevashram Sangha, Shillong since April, 2018 till date

Duties & Responsibilities

- Responsible for health, hygiene and general welfare of the students
- Ensure adequate security and availability of inhouse attendants
- Initiate suitable action on all cases of misbehavior, indiscipline, and sickness of the residents
- Supervise upgradation, maintenance, furniture and fittings
- Promote a collegiate environment, good order and social harmony in the students’ home
- Maintain discipline and code of conduct, coordinate tutoring of students for effective guidance
- Responsible for writing reports, surveys, filing incidents, documentation and record keeping
- Communicating effectively with parents on all matters relating to their child

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Manager (Administration)

Engineering Projects (India) Ltd., Shillong since February, 2004 to March, 2016

Initially started as an Admin Assistant with civil construction projects in Meghalaya and Arunachal Pradesh. Later on with the expansion of the company in the entire northeastern region was promoted to Assistant Manager (Administration) followed by Manager (Administration).

Duties & Responsibilities

- Supervise departmental functions, organizing and coordinating information, facility management (building, concierge, transportation etc.), documentation, file tracking and their management, office communication etc.
- Contract maintenance / managing AMC, asset management and AMC scheduling, equipment and furniture maintenance, vendor identification and negotiation, quality and delivery, approving invoices, overseeing projects and tracking progress towards company goals
- Facilitate and coordinate recruitment processes in full compliance with company's rules, regulations, HR policies and guidelines
- Assist in screening of candidates and make arrangements for setting up interviews
- Prepare all supporting documentation related to recruitments in coordination with sites
- Processing new hire paperwork
- Provide administrative coordination in the extension of contracts
- Leave and record management, documenting, filing and retrieval system of human resource records
- Prepare written response to queries concerning HR related matters
- Support compliance with the performance appraisal review in the office

Achievements: Earned two promotions on the job since joining, increased client satisfaction with timely execution and delivery of projects, reduce employee turnover by reorganizing structure and eliminating unnecessary positions and company's expansion in the northeastern region.

KEY SKILLS

People management, administrative skills, interpersonal skills and ability to establish working relations with various teams, HR reporting, attention to details, reasoning skills, data analytics, strong leadership & decision-making skills, organized, able to manage multiple tasks simultaneously

QUALIFICATIONS

Post Graduate Diploma in Human Resource Management, Gauhati University

MIS, Indian Institute of Planning & Management, New Delhi

B.Com, North Eastern Hill University (N.E.H.U.), Shillong

HSSLC, Meghalaya Board of School Education (M.B.O.S.E.), Shillong

SSLC, Meghalaya Board of School Education (M.B.O.S.E.), Shillong

Computer Proficiency, MS Office, Internet Applications etc. from IIPM, New Delhi

Language Proficiency, English, Hindi, Bengali, Assamese & Nepali

PERSONAL PROFILE

Date of Birth: 30th of October, 1979

Sex: Male

Marital Status: Married

Nationality: Indian