

PRADIP KUMAR SWAIN

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(Asst Manager-HR and Admin)

Mobile: 9776787396/9337977840

E-mail: - swain.pradipkumar@yahoo.in



Dear Sir/Madam,

I have finished **(MBA-HR &FINANCE)** with an aggregate of **69.69%** in the year **August, 2008** from **North Orissa University, Baripada, and Mayurbhanj.**

Having work experience of more than 14 years in the field of HR, IR and Admin profile

Please find enclosed resume which is contains additional information of my Experience, Professional Skills, Academic Qualifications and Personal Details.

I would be an asset to your program and it would provide me with the ideal opportunity to assist at your esteemed company and to extend my career skills and goal.

Yours Sincerely,

Pradip Kumar Swain

Contact Address: Email ID: Contact Number:	At-Dadhipur, Po-Gojabandha, Dist-Kendrapara, Odisha. swain.pradipkumar@yahoo.in , prs97767@gmail.com 9776787396 /9337977840
Total Years of Experience(13.09 yers)	2 year in Manufacturing Industry. 01.LAXMI PIPES PVT LTD. (FROM 21.08.2008 TO 26.08.2010) 02.. SAFEFLEX INTERNATIONAL LTD (from 21st Sept. 2010 to 04.11.2010) 11.9Years in Construction Site completed Various project site throughout the year, which is being mentioned below: <u>01. Organisation: Fabtech Projects and engineers ltd since 10th November,2010 to 13th January,2020</u> Project: LSTK PMC-Jacobs Engineering India Ltd. Client-IOCL Refinery Project, Paradeep (10.11.2010 to 31.10.2013) PMC – SIMON India Ltd. Client -Paradeep Phosphates Ltd, Paradeep (from 01.11.2013 to 31.05.2016) PMC-Engineers India Ltd(EIL) Client -BPCL, Kochi Refinery (01 st Jun,2016 to 30 th November,2016) PMC-ThyssenKrupp Industrial Solutions(I) Pvt Ltd. (formerly Known as UDHE India). Client-, IOCL Refinery, Paradeep (Rathchakrapolypropylene Project) (01.12.2016 to 13.01.2020) <u>02. Organisation –thyssenkrupp Industrial Solutions (I) Pvt Ltd. From 05.05.2021 to 04.09.2022</u> Project: EPCM Client–NALCO, Damanjodi, Koraput <u>03. Organisation: Megha Engineering and Infrastructures Ltd. (06.09.2021 to 13.05.2022)</u> Project: EPC(PX-PTA) Employer: IOCL Refinery, Paradeep PMC: TOYO Engineering India Ltd. <u>04. Organisation: thyssenkrupp Industrial Solutions (I)Pvt Ltd. (Since 16th May,2022 to till date)</u> Project: EPC(CDU-VDU), NRL, Assam Client: Numaligarh Refinery Ltd. Golaghat, Assam PMC: Technip FMC

JOB OBJECTIVE

Seeking good Position with reputed Organization in order to utilize skills, abilities for own and organizational development.

PROFESSIONAL SUMMARY

Currently working with “**thyssenkrupp Industrial Solutions India Private Ltd. As Admin cum Compliance officer**, at Numaligarh Refinery Ltd.Dist-Golaghat, Assam Since 16th May,22 to till date.

Associated with **Megha Engineering and Infrastructures Ltd** as “**Asst Manager-HR&IR**” at IOCL Refinery, Paradeep Since 06th Sept,2021 to 13th May,2022

Associated with” **thyssenkrupp Industrial Solutions Pvt Ltd** as “**Admin Cum Compliance officer**” Nalco, Damanjodi, Koraput since 05th May,2021 to 04th Sept,2021.

- **Fabtech Projects and Engineers Ltd** as **Asst. Manager -HR &ADMIN** at IOCL Poly Propylene Project, Paradeep, Orissa **Since 10th Nov,2010 to 13.01.2020**
- Corporate Office Address
J 504 &505, MIDC, BHOSARI, PUNE, MAHARASTRA -411026

- | | |
|---------------------------|---|
| 1. Officer -HR | -From 10 th November,2010 to 31 st August ,2013 |
| 2. Sr. Officer-HR | -From 01 st September,2013 to 30 th November,2017 |
| 3. Asst.Manager-HR | -From 01 st December,2017 13.01.2020 |

- **SAFEFLEX INTERNATIONAL LTD** (from 21st Sept. 2010 to 04.11.2010), Joined as “**HR Executive**.”
- Organization Address
Pithampur, Sec -3, Dist-Dhar, State –Madhya Pradesh
- **LAXMI PIPES PVT LTD. (FROM 21.08.2008 TO 26.08.2010)** ,Joined as “ **HR Trainee**” after completion of probation period confirmed as “ **HR Executive** “ till left the organization.
- Address of the organization
Pithampur, Sec -3, Dist.-Dhar, State –Madhya Pradesh

JOB RESPONSIBILITIES

Site HR Activities:

STATUTORY :

Contract labour, Interstate Migrant Labour, BOCW, PF&ESI MONTHLY CONTRIBUTION AND CHALLAN

Wages and Salary: Prepare Monthly wages & Salary for Workmen and contractual Employees.

Recruitment: New Employee Joining Formalities, Orientation to New Employee, New workmen employment as and when site Requirement.

IR: Local Union problem, wages related Issues.

Liaison: Labour office (Central & State), Local Police station, RTO office, Client & PMC

Inter office Memo: Issuance of Notice, Circular and Memo.

Performance appraisal: Performance appraisal form issued to all the dept. & collects and sends to Head office.

Probation Review Form: This form issued employee for confirmation the job after completion of probation period.

Welfare: Rest shed, Drinking water, first aid, ambulance.

Employee Data: All the relevant documents of On Role & off Role Employee, worker data.

Budget: Prepare Monthly HR Budget for fund in order to payment for workmen and off-role employees.

ADMINISTRATION ACTIVITIES

Accommodation : Arrange & maintain guest house with Labour colony for workforce.

Transportation : Hired and maintain vehicle for site use and pick up & drop from guest house to site

Attendance: Daily attendance record of Employee and worker, Monthly attendance sheet of employees and workers.

Security Management: Daily attendance checking of security personnel and deployed on area wise.

Billing: Manpower, water, vehicle, security bill check and certified.

Agreement: Prepare agreement for vehicle and guest house.

Site Account activities:

Maintain day to day cash voucher for site in relation to purchase, Payment through Cheque and hard cash.

EDUCATIONAL QUALIFICATION

SL NO	DEGREE/COURSE	BOARD/UNIVERSITY NAME	YEAR
1	MBA(HR & FINANCE)	North Orissa University, Baripada	(2006-2008)
2	B.A (History Hons.)	Utkal University, Bhubaneswar	(2003-2006)
3	I.A(+2 Arts)	S.J.S.V. Puri ,Orissa	(1999-2001)
4	H.S.C(10TH)	BSE ,Orisaa,Cuttack	1998-1999

COMPUTER LITERACY:

MS –Word, Excel, Power Point and Internet.

Technical Qualification:

Diploma In computer application From IT circle under Orissa Govt. in the year 2010

Typing (English)-Tulasi Commercial Institute, Cuttack in the year 2002

SUMMER TRAINING

Name of the organization	Tenure	Topics
Emami Paper Mills Ltd,Balasore,Odisha	02 months	Employee Training(HR)
Pattanaik Mines Pvt.Ltd.Joda,Keonjhar,Odisha	02 Months	SAP Implementation in HR module (End user)

Cost To Company (CTC)

Current(yearly)	Expectation (yearly)
11.00lacs	As per company norms

PARMANENT ADDRESS

At: Dadhipur, Po-Gojabandha, Ps-Mahakalpara, Dist-Kendrapara, State-Odisha-754224

PERSONAL DETAILS

Father's Name -Mr.Ratnakar Swain
Marital Status -Married
Religion -Hindu
Date of Birth -12th Feb, 1984
Languages Known -English, Hindi, Oriya

HOBBIES

Reading books with Spiritual contents and watching programs on the Television

Date -

Pradip Kumar Swain

Place-