

## Kunal Dutta

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### COMPETITIVE EDGE

| HR Policy & formulations |  
Learning & Development Initiatives |  
Employee Engagement Drive |  
Talent Management | HR  
Behavioral Assessments |  
Spotting High Potentials | HR  
Culture Change initiative |  
Career Progression & Planning |  
Operational Excellence |

### PERSONAL EDGE

Robust thought leadership |  
value driven & eternal learner.

### ACADEMIC PURSUIT

- M.B.A. from XISS Ranchi-1992
- Graduation from Sambalpur University-1989

### TRAINING INITIATIVE

- Strategic Management from "The Strategic Academy" & Jadavpur University -2016
- PTA Business & Japanese Management systems at Mitsubishi Chemical Corp HQ Tokyo, Japan in 2006

### EXECUTIVE SNAPSHOT

- ⇒ Credited for high impactful HR value creations with 30+ years of accomplished experience in the development of innovative HR initiatives, enabling people and organizations to enhance the competencies through knowledge management and nurturing of the talent.

### CAREER SNAPSHOT

#### UDAAN HOTELS AND RESORTS LTD / AIR IQ ONLINE PVT LTD

- ⇒ Leading the overall HR and Administration for Corporate Office, 10 Hotels, Regional Sales Divisions spread over the country.
- ⇒ Collaborating with the Owners and Business Unit Heads for the company's objective establishing HR systems and policies.
- ⇒ Drive Performance Management System at Corporate and Hotels.
- ⇒ Establish Time management and payroll automation to ensure data integrity and compliance.
- ⇒ Formulating HR Intervention plan for the organization considering rapid growth plan in the next 3 years.
- ⇒ Ensure Statutory Compliance in all Hotels & Corporate Office.
- ⇒ Develop hiring plans for every department in the hotel based on seasonal necessities.
- ⇒ Tie up with Institutes for Apprenticeship, Creating talent pipeline
- ⇒ Design and implementation of reward and recognition program.
- ⇒ Employee Engagement: Drive multifaceted engagement initiatives
- ⇒ Liaison with local authorities.

#### VIKRAM SOLAR LIMITED, KOLKATA

##### HEAD – HR & ADMIN APRIL 2022 TO JUNE 2023

- ⇒ Leading the overall HR and Administration for Corporate Office, Sales & Marketing, 2 manufacturing Locations and EPC office spread over the country.
- ⇒ Collaborating with Business Unit Heads for the company's objective of 3 times growth in the next 3 years and being the leader in the segment of Solar Power solution provider.
- ⇒ Driving the L& D intervention for making Leadership team future ready
- ⇒ Ensuring smooth transition of automation which will lead to manpower redundancy, by liaising with Government authorities, Local stakeholders and Union

- ⇒ Ensure Statutory Compliance in all manufacturing and Project sites
- ⇒ Manage Payroll preparation, Sales force travelling allowances claim disbursement approval
- ⇒ Identify functional training need of the sales staff and schedule the periodic training programs
- ⇒ Identify bottom performers, design and implementation of a structured improvement plan.

#### ALKEM LABORATORIES LTD. SIKKIM

##### SENIOR GENERAL MANAGER – HR & ADMIN SEP'19 – APR'22

- ⇒ Leading the Plant HR and Administration for 5 Units spread over 4 locations in Sikkim
- ⇒ Collaborating with Business Leaders to understand strategic business objectives and formulating HR strategies

to meet current and future employee engagement and talent management needs.

- ✧ Directing and implementing end-to-end performance management for employees across site and managing appraisal process with teams.
- ✧ Revamping of Human Resource Information System to facilitate real time and timely availability of information leading to better coordination and quality decision.
- ✧ Planning, organizing and enhancing employee engagement initiatives thereby creating a platform for employee involvement & inclusion such as HR Assist at Shopfloor, Thank you Card, Who's the next Edison, Alaap (face to face with Senior Leadership), Town Hall Meeting, Birthday Celebrations Etc.
- ✧ Analysing the trainings needs of employees, coordinating with COEs for trainer need and working on the feedback.
- ✧ Cost saving & value adding partnering initiatives under Lean management drive, proposing the Annual business budget for the department.
- ✧ Monitoring the effective rendering of Administrative services in aligned to the SLA and Budgeting compliance.
- ✧ Rationalization of manpower number/cost and reduction of Overtime
- ✧ HR intervention to minimize employee attrition and maintain high level employee satisfaction
- ✧ Liaison with local administration

#### **NOTABLE CREDITS:**

- ✧ Chosen part of the core group for certification of Great Place to Work
- ✧ Initiated Town Hall Meeting, Wellness Programs, etc. to address Employees concern during COVID times
- ✧ Heading the CSR activities and instrumental in initiatives like GARIMA, WASH targeting Women's Health & Hygiene. Alkem's CSR has been highly acclaimed as one the best in the region
- ✧ Introduced the concept of "**Certified Recruiters**" among Line managers to ensure proper recruitment methods

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#### **INDIA POWER CORPORATION LTD.**

##### **ASSOCIATE VICE PRESIDENT - HR AND ADMIN. FEB'19- SEP'19**

- ✧ Led the Plant HR, IR and Administration.
- ✧ Managed Talent acquisition, Talent Engagement, Learning and Development, Performance Management systems, Strategic Planning, C & B, IR and Statutory Compliance.
- ✧ Drove HR intervention to minimize employee attrition and maintain high level employee satisfaction.
- ✧ Coordinated culture building initiatives.
- ✧ Governed & facilitated various HR practices of routine employment life cycle.
- ✧ Drove smooth employee relations, union management, grievance resolution, and liberal disciplinary action.
- ✧ Played key role in reduction in Manpower (over 50 numbers) due to temporary stoppage of operation.

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#### **ZUVENTUS HEALTHCARE LTD.**

##### **GENERAL MANAGER – HUMAN RESOURCES JAN'18 – FEB'19**

- ✧ Played a key role in formation of the HR Policy and employee handbook
- ✧ Ensured large scale staffing by focusing on local talent & taking care of sensitive socio-political issue.
- ✧ Introduced Skill development program to provide skill pipeline & reducing attrition by growing local talent
- ✧ Initiated Safety systems to ensure Zero Accident in the project and was recognized by the management.
- ✧ Introduced the concept of 5S in the office in the factory after completion of project.
- ✧ Revamped the Performance Appraisal system and Compensation structure.

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#### **MCC PTA INDIA CORP. PVT. LTD., HALDIA (MITSUBISHI CHEM. CORP.)**

##### **GENERAL MANAGER-HR AUG'17 – DEC'17**

- ✧ Assigned to lead a large scale & highly complex role encompassing the entire gamut of human resources for both corporate and plant with a team of 6 direct reports

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#### **ZUVENTUS HEALTHCARE LTD.**

##### **GENERAL MANAGER – HUMAN RESOURCES JAN'17- AUG'17**

- ✧ Managed the project construction work, Ensured BOCW compliance

- Implemented Safety Systems to ensure Zero major accident.

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#### MCC PTA INDIA CORP. PVT. LTD., HALDIA (MITSUBISHI CHEM. CORP.)

##### GENERAL MANAGER-HR DEC'98 – DEC'16

- Served in various functions i.e. Logistics, Marketing, and Purchase the whole perspective of the business.
- Headed the Marketing and Logistics Department of the organization.
- Set up the Logistics system by setting up the 3PL service provider in a highly unionized environment.
- Played a key role in SAP and ISO 9001:2008 planning and implementation
- Credited for revamping Competency Based Human Resource Management, IDP.
- Deputed in Mitsubishi Chemical Corporation Head Office in Tokyo, Japan for a period of 1 year to get experience in group's business and Japanese Management systems
- Received "Management Excellence Award" in 2007 for handling an emergency of leakage of pipeline.
- Successfully settled MoS with Unions in a multi union and volatile political climate of West Bengal
- Nominated for the Emerging Leader's Program for Leadership position

#### PRECEDING ENGAGEMENTS

➤ Officer – Administration	Senbo Industries Ltd. Kolkata	June'97 – Nov'98
➤ Officer – Personnel & Administration	Sun Pharmaceuticals, Panoli	Nov'95 – May'97
➤ Management Executive– HR	Vadodara Stock Exchange Ltd.	Nov'92 – Oct'95

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DATE OF BIRTH: 15<sup>TH</sup> DECEMBER 1968

NOTICE PERIOD: 2 MONTHS

LANGUAGES KNOWN: ENGLISH, HINDI, BENGALI, ORIYA, GUJARATI (BEGINNER), JAPANESE (BEGINNER)