

DAHLIA BOSE

HEAD HR & ADMINISTRATION

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A result oriented Human Resource and Administration professional, spanning over 17 years of experience, clinch the success of a company and its HR & Admin.department by flourishing and stimulating effective HR strategies, recruitment, compensation, Learning and Development, policy implementation, people and process management and service delivery.

An efficient team member and leader with broad and deep experience in diverse HR areas including:

- Talent management , Talent Deployment , New Hire planning , Hiring & On boarding
- Performance management
- Diversity and inclusion
- Employee relations
- HR compliance
- Payroll and benefits
- Employee wellbeing and engagement
- Learning and development
- Policy framing, guidance and implementation
- Administration and Travel Desk Operations management

Worked in Sectors:

- Manufacturing & Trading in PPE items
- EPC Project based Companies in Mechanical ,Civil work(EPC Projects)
- Eco Friendly Jute / Canvas bags
- Rural Power Development , Smart Metering , Cable Manufacturing

KEY CORPORATE HR SKILL(S) SUMMARY	<ul style="list-style-type: none"> • Team Management skills • Problem Solving skills • Capability Building skills • Team work and Collaborating skills • Motivational skills • Organizational & Time Management skills • Critical Thinking and Evaluation skills • Negotiation and Conflict Resolution skills • Strategic Thinking and Analytical skills • Leadership skills
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PROFESSIONAL SUMMARY CURRENT COMPANY: MALLCOM INDIA LTD. DESIGNATION: HEAD HUMAN RESOURCE AND ADMINISTRATION TENURE OF ASSOCIATION: JANUARY,23 till date PREVIOUS COMPANY: ANVIL CABLES PVT.LTD.	ROLE SUMMARY: <p>Leading a team of 8 HR and IR members (3 Corporate HRs in Head Office and in 6 Plant HRs in manufacturing units in and around Kolkata and Ahmedabad and seamless management of All HR functions, grievance handling ,trainings, talent sourcing , PMS, health check up, employee engagement , dealt with union labour extra wages demands as a HO HR representative with IR consultant, exposure to Charter of Demands, handling EPFO audits from HO, handling plant issues, issuing of show cause notice, annual events/ training session from Head Office.</p> <ul style="list-style-type: none"> • Devise Learning & Development Plans in line with L& D budget and based on the individual skill gaps to incorporate continuous learning culture, improve work process and
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DESIGNATION:
**HEAD HUMAN RESOURCE AND
ADMINISTRATION**

TENURE OF ASSOCIATION:
MAY 2020 till Date

TEAM SIZE: Managing a Team of Five
members

outputs and fulfil skill development/ reskilling needs of individuals and the Organization.

- Participate in Leadership team meetings to devise and implement strategies and process improvement plans.
- Source and Conduct Interviews for Crucial and Senior positions and negotiate and fix CTC and benefits suiting the budget for the said position by meeting the expectations of the candidates in an economically viable manner and also involved in screening and negotiation process for other positions.
- Deal with violations and grievances and solve them through investigations , show cause , warnings , penalties and terminations if required based on the criticality of the misconduct or violation.
- An approachable touch point for colleagues ,Employees , Associates , Managers , Management Members, service providers to devise and provide solutions / advises best fit in coping up with work , operational and personal challenges.
- Supervise and ensure disbursement of timely salaries and providing solutions to employee's concerns related to salaries , attendance , leave through KEKA HRMS solution. Supervision and attending to seamless operations and improvement areas in KEKA HRMS solution.
- Manage and Resolve Conflicts inter/ intra department in HO, projects and manufacturing units.
- Budgeting and cost saving by providing value added HR & Admin. services at optimized costs.
- Make and Review succession plans for all required positions and manage manpower accordingly.
- Check JDs, KRAs for all positions, bring changes in the same based on changing roles and conduct yearly appraisal of employees based on the goals , achievements on the set of KRAs and the achievements.
- Conduct Appraisal / Review meetings , improvement / feedback meetings between employees , HODs , Management members & HR to discuss and resolve concerns as applicable and reward aspiring and qualifying employees monetarily / incentives / promotion.
- Attending to concerns and resolving queries and aid required related to Mediclaim coverage / treatment of employees or their dependents .
- A coach for Employees / Associates / Management members to frame , effective employment practices , policies which would aid in achieving individual / team goals to accomplish Organization's Vision and Mission.

	<ul style="list-style-type: none"> Overseeing and Managing satisfactory operations of Travel & Lodging requirements of employees and Management members. Conduct Exit interviews and advise and facilitate teams and management members in taking corrective actions.
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PROFESSIONAL SUMMARY CONTINUED	UNISEVEN ENGINEERING AND INFRASTRUCTURE PVT.LTD. (Previous Organization) MANAGER – HUMAN RESOURCE & ADMINISTRATION Since 14.11.2011 to April 2020
ROLES SUMMARY	<ul style="list-style-type: none"> Talent Acquisition (Through Advt., portals, Agencies, Direct Application) based upon the Manpower Requisition forms submitted by various Departmental heads. Conducting Telephonic Interviews & Final Interviews and documenting the same through Interview Evaluation form. Induction & Job related Training. (In-house Induction Program.) Job Description, Job Analysis, coordinating for setting of KRA's Preparing their CTC Sheets and issuing joining related documentation. Verification of Employee Documents. Administration & Guest House Management. Performance Management System.(Self-Assessment/PMS by HOD/Management)Half Yearly / Yearly. Reward and Recognition. (Incentives / Bonus.) Analyzing Training Needs & framing Training Plan. Conduct Exit Interview and Counseling. Guidance / Facilitation/ coordination in Site HRs related to Recruitment / documentation / wages / compliance/ grievance. Overviewing of various databases, MIS Reports and HR Reports. Negotiating with Insurance Service Providers, coordinating in finalization of deals, Coordinating for settlement of claims, Considering & resolving various employee problems & grievances. Completion of Exit interview formalities and F&F documentation formalities.

PROFESSIONAL SUMMARY CONTINUED	UDYOGI PLASTICS PVT.LTD. (Previous Organization) MANAGER – HUMAN RESOURCE Since 22nd,Jan,2008 to 10th Nov,2011
ROLES SUMMARY	All Generalist HR & Administration Functions

PROFESSIONAL SUMMARY CONTINUED	MNR EXPORTS PVT.LTD. (Previous Organization) MANAGER – HUMAN RESOURCE Since Nov,2006 to Dec 2008
ROLES SUMMARY	All Generalist HR & Administration Functions

PROFESSIONAL SUMMARY CONTINUED	INFOMEDIA INDIA LTD. (Previous Organization) SENIOR RESPONSE EXECUTIVE Since May 2005 to Oct 2006
ROLES SUMMARY	Public Relation, Content and advt. space selling and Journal Promotion

IT & LANGUAGE KNOWLEDGE	Microsoft Office – Word / Excel / PowerPoint
	Internet Explorer / Outlook Express / Windows XP SPEAK – ENGLISH , HINDI , BENGALI UNDERSTAND – MARATHI

Academics				
EXAMINATION	DEGREE /DIPLOMA	UNIVERSITY/INSTITUTE	YEAR	(%) of Marks
Post-Graduation	M.B.A.	Institute of Business Administration and Training (KIIT, Bhubaneswar.)	2005	75
Graduation	B.COM	Modern College of Arts Science and Commerce (PUNE University)	2002	60
X+2	ISC	D.B.M.S. English School	1999	66
Xth Standard	ICSE	D.B.M.S. English School	1997	73

PERSONAL INFORMATION	
	GENDER – FEMALE DOB – 19.05.1980 MARRITAL STATUS – MARRIED ADDRESS: C/O – Mr. A K Bose 96/A/2,Biren Roy Road(East), Flat No.5, 2nd Floor. Kolkata-41.

COMPENSATION & EXPECTATION	
	CURRENT CTC : Rs.13,95,372/-p.a. Monthly CTC (Rs.) : Rs.1,16,281/- Monthly Net Take Home Salary (Rs.) 1,09,400/-p.m. NOTICE PERIOD: Negotiable Preferred Location(s) : Mumbai EXPECTED CTC : As per industrial standard

Dahlia Bose