

**DEBASISH PANDA**

Mobile: +91-78-7920-2331

E-Mail: debasish.rgda@gmail.com

OBJECTIVE

Seeking senior assignments in **Recruitment/ Legal & Statutory Compliance/ General Administration** with an organization of repute

SUMMARY

- **Overall 8.6 years of experience in:**

HR/IR, Management
FMS
Induction
General Administration

Security Management
Wages Processing
Foreign Visa Management
Hospitality Management

Time Office Management
Recruitment/ Planning
Legal & Statutory Compliance
Arrange EHS Training of Labours

- Deft in developing procedures, service standards and operational policies, planning & implementing effective control measures to reduce running costs of the unit
- Conversant with Recruitment, Legal Compliances, Administration and Liaising with the Government people
- Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment
- Liaising with Factory Inspectorate, Department of Labour, ESIC, EPF and other Govt. Authorities
- Supervising staffing, recruitment, induction program, contract negotiations, discipline, policy & procedures and retirement programme for general and union employees
- A good communicator with ability to relate to people across all hierarchical levels in the organization

AREAS OF EXPERTISE

- Instituting change-management practices in the organization, including organizational restructuring & manpower rationalization initiatives, steering competency development and talent management initiatives in the organization
- Liaising with concerned authorities for smooth operations of company's activities and maintaining peaceful industrial climates by necessary measures/interactions with collectives
- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews
- Steering policies for identifying high performing talent and providing training opportunities
- Managing appraisal process for substantiating performance appraisal system linked to reward management

WORK EXPERIENCE - Details

- BGR Energy Systems Limited, Site: NTPC Lara Super Thermal Power Project (800 X 2 MW), Raigarh, Chhattisgarh as a Deputy Manager HR & Admin : **April 2014 to September 2016 (2 Years 5 Months)**
- Sunil Hi Tech Engineers Limited, Site: NTPC Kudgi Super Thermal Power Project (800 X 3 MW), Karnataka as a Deputy Manager – HR & Admin : **July 2013 to March 2014 (9 Months)**
- Doosan Power Systems India Private Limited, Site: GMR Energy Limited (685 X 2 MW) Raipur, Chhattisgarh as Senior Executive – HR& Admin: **May 2010 to June 2013 (3 Years 1 Months).**
- Godawari Power and Ispat Limited, Raipur, Chhattisgarh as a P&A Officer: **June 2009 to May 2010 (1 Year)**
- NRI Power & Steel Private Limited, Rambode, Bilaspur as a P&A Officer: **Feb 2008 to May 2009 (1.3 Years)**

Responsibilities in my 8.6 Years Career:

➤ Recruitment & Selection:

- Designed and implemented recruitment strategy on external and internal sourcing from junior to senior level Employees, Handling complete recruitment cycle i.e. from Manpower Planning till hiring of the suitable candidate.
- Attracting talent through employee referral scheme, job portals, newspaper advertisements, consultants, walk-ins and headhunting.
- Conducted number of walk-in drives for entry-level recruitment.
- Liaisoning with recruitment agencies for middle level & senior level positions.
- Involved in selection process, conducting aptitude test, final interviews, salary fitment, Screening, negotiation on various aspects of role & position offered.

➤ Induction & Orientation

- Complete the joining formalities i.e. collect the required documents, creation of login id for attendance/Web mail/Attendance system.
- To coordinate with the finance department for monthly payroll system, make necessary entries for new joiners, separation cases, unpaid leave, salary advances, etc.

➤ Attendance, Payroll & Salary Administration-

- Maintain the employee attendance in Time Management System & generate the attendance through system for the salary process.
- Posting / recording of leaves and maintenance of leave cards.
- Maintaining daily / monthly absenteeism and late coming reports, over time calculations.
- To coordinate with the finance department for monthly payroll system, make necessary entries for new joiners, separation cases, unpaid leave, salary advances, etc.
- Follow-up with Bank for timely credit of salary & Issuing salary slips by mail.
- Preparing Daily & Monthly Manpower Reports.

➤ Statutory Compliance :-

- Statutory Compliances: Monthly, Quarterly, Half yearly, annually Returns.
- Employees Provident Funds & MP Act-1952.
- Employees State Insurance ACT -1948.
- The factories Act-1948.
- The Payment of Bonus Act-1965.
- The Payment of Gratuity Act -1972.
- Payment of Wages Act-1936.
- Industrial Dispute Act-1947.
- The Workmen's compensation Act-1923.

➤ Compensation & Benefit-

- Keep a track of records on Direct compensation refers to monetary benefits offered and provided to employees in return of the services, monetary benefits include conveyance allowance, leave travel allowance.
- Indirect compensation refers to non-monetary benefits offered and provided to employees in lieu of the services provided by them to the organization, they includes paid leave Policy, Incentives, transportation allowance, mobile allowance, subsidized health care insurance etc.

➤ **HR Administration-**

- Offer release, bank account opening, ID card coordination, sending details to the top management.
- Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary, Dues with the company, Reason for leaving, eligible for rehire, Attendance, over all Satisfaction of Employment, Behaviour with Colleagues, etc
- Grievance handling various staff issues/queries related to various HR Policies, confirmation.
- Maintain the notice board with the information about "Thought of the Day" message.
- Maintain all HR files and employee information in various forms like employee database, employee CV's, review history, preparing all HR letters and certificates. etc.
- Statutory Compliances : Monthly, Quarterly, Half yearly, Annually Returns
- Superannuation, Gratuity, GPA, Medical claim and W.C. (Annual renewals and Claims, settlement.)

➤ **Exit Process-**

- Conduct, document, analyze exit interviews.
- Coordinating & managing Employee Final Settlement with the help of finance department and sending circular to other departments at the time of relieving of an employee.
- Handled the issue by giving warning through verbally or written (issuing warning letter) till termination of employees due to continuous absenteeism, no prior intimation before taking leaves etc.

➤ **Industrial Relation/Employee Welfare -**

- Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and managing contract labour.
- Attending interpersonal issues arising at work place & initiating self discipline activities.
- Implementing the personnel policy matters of the corporation.
- Negotiating with unions & attending statutory requirements.

➤ **Preparation of Standard Operating Procedures –**

- Preparing and Maintaining the Standard Operating Procedures in consultation with the Quality Assurance Department.
- Pre-Employment Medical Check-up.
- Annual Medical Check-up.
- Review of Medical Examination.
- First Aid Measures.
- Accident / Emergencies.

➤ **General Administration -**

- Handling company maintained Vehicles; maintain their insurance, RC Book, Fitness, and Tax Book etc.
- Maintaining the company's staff Guest House. Prepare the report for the various accommodation provided to the staffs by the company.
- Co-ordinate with Accounts Department for releasing of monthly cheques to the Guest House Vendors.
- Maintain the materials purchased record for the staff Guest Houses etc.
- Handling House Keeping, Security
- Foreign FRRO and VISA extension to our International worker.
- VISA renewal, FRRO (Residential Permit) renewal at SP Office.

COMPUTER KNOWLEDGE

- Web Designing, Oracle, Ms-Office,

EDUCATION

2008 MBA (HR/System) from Manipal University, Manipal, Secured: 77% (1st Division)
1999 B.Com. from Andhra University, Vishkapatnam, Dist: Andhra Pradesh, Percentage Secured : 40 % (3rd Division)
1994 XII from L.P.S.High School, Jaykaypur, Dist:Rayagada, State: Odisha, Percentage Secured : 50% (2nd Division)
1992 X from L.P.S. High School, Jaykaypur, Dist:Rayagada, State: Odisha, Percentage Secured : 54% (2nd Division)

PERSONAL DETAILS

Date of Birth : 10th May 1977
Permanent Address : Ashok Nagar, 1st Lane, OMP Road, Katur Back Side, At/PO: Rayagada, Dist.: Rayagada - 765001, Odisha
Present Address : House No.- KV 205, Krishna Vatika, In front of Shalini Public School, Boridadar, Raigarh, Chhattisgarh
Language Skills : English, Hindi, Odiya
Current Salary : 4.82 Laks
Expected Salary : 20 % Hike
Notice Period : With in 10 Days

REFERENCE PERSON DETAILS

SL NO	NAME	COMPANY NAME	DESIGNATION	CONTACT NO
1	Dr. Tarapada Dash	TATA Krosaki Refractories Limited, Belpahar, Jharsuguda, Odisha	Vice President - HR	+91-6645-258325
2	Mr. Rajeshwer Rao Devulapally	TOSHIBA, Hyderabad, AP	Asst General Manager – HR	+91-99-8544-5845
3	Mr. Kedar Nath Nayak	NTPC, Lara, Raigarh, CG	Sr. Manager – HR/IR	+91-91-0917-9869
4	Mr. Bhaskar Gupta	NTPC, Lara, Raigarh, CG	Manager – HR	+91-91-0917-9770


Debasish Panda

Date: 30-01-2017