

Saunak Banerjee.
C/O – Damodar Banerjee.
R.K.Roy Rd, Ismile
Post + P.O.- Asansol.
Dist. - Burdwan (W).
Pin – 713301 (W.B.)
Cont. No- 9370498978

SAUNAK BANERJEE

OBJECTIVE:

To seek a position in the field of HR Department & this will enhance my professional growth by committing me to the organizational goals.

PREOFESSIONAL SUMMARY:

Preparing of Staff Joining & Attendance, Daily Labour Report, Staff hospitality, Arranging accommodation for staff & guest, Labour Welfare, Monitoring on Sub-contractors Bill, and making of P.F. & ESIC Related matter, Preparation of monthly Register like as Muster Roll, Wages Register and etc., Meet-ups with Government Administrators for License & other issues, Maintaining all HR documents in ERP package at site.

WORK EXPERIENCE:

Job profile:

Presently deputed in **M/s SIMPLEX INFRASTRUCTURES LTD.**, Nagpur Air India Project as **SR. Officer** on pay roles from 10th October, 2016 to till date.

Organization : **SIMPLEX INFRASTRUCTURES LTD. NAGPUR**
Period : 10th October, 2016 to till date.
Designation : SR. Officer (HR).

Earlier deputed in **M/s SIMPLEX INFRASTRUCTURES LTD.**, Power Plant And Certain Utilities Work at Jamnagar J3 as **Officer Gr-II (HR)** on pay roles from 05th January, 2015 to 02nd October, 2016.

Organization : **SIMPLEX INFRASTRUCTURES LTD. JAMNAGAR.**
Period : 05th January, 2015 to 02nd October, 2016.
Designation : Officer Gr-II (HR)

Earlier deputed in **M/s JMS Mining Services Pvt Ltd.**, Bicharpur Project (Coal India Ltd.), Shadol, M.P as **Management Trainee** on pay roles from 10th July 2013 to 5th Dec. 2014.

Organization : **M/s JMS Mining Services Pvt Ltd., Shadol, M.P.**
Period : 10th July 2013 to 5th Dec. 2014.
Designation : Management Trainee (Admin Dept).

Job Roles & Responsibility:

1. Statutory Compliance:

- ☐ Maintenance the track of site wise contract Labour License (i.e. Renewal of Labour License in due time).
- ☐ Complying with the statutory requirements of Factories Act, EPF, ESIC, BOCW etc.
- ☐ Updation of all CLRA registers and its certification from concern depts. (i.e. Wages Register, Muster Roll etc.)

2. Handling IR/ER Issues:

- ☐ Liaison and co-ordination with Govt. authorities.
- ☐ Counseling & Grievance redressal of the employees/workmen.
- ☐ Absenteeism Management.

3. Payroll Management:

- ☐ Joining Formalities.
- ☐ Induction to newly joined employees about the company HR policies & also introduction to all staff.
- ☐ Take care of employee attendance.
- ☐ Take care of full & final settlement of employees.
- ☐ Maintaining all HR documents in **ERP** (i.e. Employee details, Staff Joining & Exit Formalities, Attendance etc.)

4. Administration:

- ☐ Implementation of administration policy.
- ☐ Issuance of ID cards & office stationery etc. in name of the employee.
- ☐ Taking care of office canteen & monitoring housekeeping of office & guest house etc.
- ☐ Arranging accommodation for staff, guest & labour.
- ☐ Taking Care of Labour Hutment (where contract labour is accommodated).
- ☐ Managing courier service and other communication requirements.
- ☐ Arranging tickets of Air/train/bus/cab along with hotel for Guest/staff.
- ☐ Managing movement of site vehicles and its proper updating.
- ☐ Other office administration related work.

QUALIFICATION:

PROFESSIONAL QUALIFICATION:-

- ☐ **M.B.A** in **H.R** from Shridhar University.
- ☐ **POST GRADUATE DIPLOMA IN PLANNING AND ENTREPRENEURSHIP**
(PGDPE) in **MARKETING** from Rai Business School.

EDUCATIONAL QUALIFICATION:-

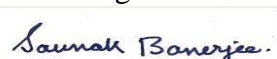
- ☐ **B.A** from Kalyani Mahavidyalaya (Kalyani University).
- ☐ **H.S** in Arts from Subhash Pally Vidya Niketan high school (WBBCHSE).
- ☐ Matriculation from Asansol Rama Krishna Mission School (WBBSE).
- ☐ **Computer knowledge** - 1 year computer course completed.

PERSONAL PROFILE:

Date of birth : 27th December, 1985
Marital Status : Married
Nationality : Indian
Permanent Address : C/o Damodar Banerjee, R.K.Roy Road, Ismile, Asansol,
Burdwan, West Bengal, and Pin – 713301.
Blood Group : A+
Languages Known : English, Hindi, and Bengali

Thereby declare that all the information above furnished is true & correct to the best of my knowledge and belief.

Thanking You.



Saunak Banerjee.
9370498978