JEEBAN BALLAV BISWAL

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**Email: jeeban1960@gmail.com**

Seeking assignment in **HR** *I* **Administration** *I* **Industrial Relation / Legal**  */* **Personnel / Liaison** Department with a frontline organization.

**PROFESSIONAL SUMMARY**

* A result oriented professional with **25 years of all-round experience across the entire gamut** of HR / Administration / Industrial Relation / Legal / Personnel & Liaison matters.
* Have served as **Head-** **HR** **& Administration of**  Rungta Mines Ltd, (**Dhenkanal Steel Plant**- **S.R. Rungta Group**) Dhenkanal.(Orissa)
* Proficient in managing matters pertaining to Industrial Relations, handling large task force in a disciplined and organized environment.
* Having specialisation in Labour Laws, Industrial Relation, Disciplinary matters, Industrials disputes, Administration, liaisoning matters with Govt. and non Govt. organizations, Can Demonstrate abilities to support & sustain a positive work environment that fosters team performance with strong communication and negotiation skills.
* A keen planner, strategist & Implementer with rich experience in devising liaisoning activities for ameliorated organization growth. A proactive planner with a flair for adopting emerging trends and addressing Industry requirements to achieve organizational objectives.
* Experience of working in Head office, Plant as well as Mining Division as Head of HR & Admin Department.

**ORGANISATION EXPERIENCE**

* Have served as **Asst. General Manager (Personnel)** with Rungta Mines Ltd., (**Dhenkanal Steel Plant**- **S.R. Rungta Group**) Dhenkanal,(Orissa) from 15.02.2012 to 31.12.2015.
* Have served as **Sr. Manager (Personnel)** from August 2009 to March 2010and promoted to the rank of **Asst. General Manager (Personnel)** from April 2010and served up to February 2012with **Mangilall Rungta** (Ferro Alloys Division - **S.R.Rungta Group**) Dhenkanal.
* **Manager (Personnel and Administration)** with Mideast Integrated Steels Ltd. (Mines Division – **MESCO Group), Barbil** from December 2008 to July 200
* **Manager (Administration & Liaison)** in Maharashtra Seamless Ltd. **(D.P Jindal Group),** Bhubaneswar, from May 2004 to November 2008.
* **Manager (Personnel)** in Utkal Galvanizers Ltd., Kapursing, Oranda, Cuttack, from March 2001 to April 2004.
* **Deputy Manager (Legal)** in ECP Industries Ltd, Bhubaneswar, from January1998 to February 2001.
* **Officer (P&A)** in Silvasa Industries Pvt. Ltd (Formerly Reliance Filaments Ltd.-**Reliance Group),** Silvasa, UT of D & NH, from July 1996 to April 1997.
* **Personnel Officer** in Orissa Luminaries Ltd **(Rashmi Group)** Vapi, Gujarat, from October 1993 to June 1996.
* **Law Officer** in Konark Television Ltd, **(Govt. of Orissa Enterprise**.) Bhubaneswar from August 1992 to August 1993.
* **Assistant Law Officer** in Konark Jute Ltd. **(An unit of IDC, Orissa)** Dhanmandal, from August 1987 to August 1992.

**AREA OF EXPERIENCE**

Overall coordination of Man Power Planning, Recruitment Selection, Induction & ensuring cultural fit, Have hands on experience of drafting HR Policies, modifying the HR Policies and its implementation, Experience of handling Performance Management, Annual & Half yearly Performance Appraisal, Job evaluation, Increment process of employees, Handling transfer & promotion of employees, Handling payroll management including employees record maintenance, Time Office Management, Salary Preparation & disbursement, Distribution of salary slip, Ensuring all Statutory Compliances applicable to Industry & Mines under different Labour laws, Contract Labour, Counseling / Grievance handling of the employees, Periodical audit of all records of HR Department, Coordination with Training Programme, Maintenance and preparing MIS on various employees data & other HR activities, Employees relation & employees welfare, Canteen, Hospital, Employees Safety & health, Industrial Relation, Dispute settlement, Handling Labour problems, Disciplinary matters, Union matters, Domestic enquiry, Represented the Management before Labour Court, Conciliation and Adjudication Authorities, Liaison with Government Officials, Labour office, PF, ESI & getting all records / data’s inspected through various concerned Authorities, Experience of handling Court cases, Liaison with Advocates, Police & District administration, Preparation & Payment of Gratuity and full & final of the employees, Overall responsibility of Office establishment, Rehabilitation, CSR towards local environment, Vendor selection, Drafting and negotiating Agreements, In-charge of Transport, Housing / Colony, Protocol, Diary dispatch, Daily routine office system, Keeping communication with Head Office, Maintain cordial relation with Government & Non- Government Organisations, Have experience & exposer of working in ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007, Quality standards (HR related activities), Maintain proper coordination with all Department HODs and all other connected HR ,Personnel, IR, Legal, Administration, Establishment & Liaison matters including flexible assignments.

**ACADEMIC QUALIFICATION**

* Passed HSC from B.S.E, Orissa with 2nd division in the year 1975.
* Passed I.A. from Utkal University with 2nddivision in the year 1977.
* Passed B.A. (Hons.) from Utkal University with 2ndclass in the year 1980.
* Passed LL.B. from Utkal University with 2nddivision in the year 1983.
* Passed P.G. Diploma in Personnel Management from Annamalai University in the year 1992.
* Passed P.G. Diploma in HRM from IGNOU (New Delhi) in the year 1994.

**PERSONAL DETAILS**

Date of Birth : 15th July 1960

Father’s Name : Nrusingha Charan Biswal

Nationality : Indian

Marital Status : Married

Gender : Male

Language Known : Oriya, Hindi & English

Address : Plot no-853/1431,

Madhusudan Nagar, Unit-IV,

Bhubaneswar-751001 (Orissa)

**J.B.BiswaI**