**BISWAJIT BISWAL**



GA/35, 301 Subham Palace-B,

NiladriVihar (Near Defence Colony),

Chandrasekharpur,

Bhubaneswar-751021,

Odisha.

Phone: +91 7873730893.

Email: [biswalbiswajit@yahoo.com](mailto:biswalbiswajit@yahoo.com)

* **HUMAN RESOURCE PROFESSIONAL**

Offering over 5.9 years of prolific experience; seeking senior level assignments across the industry

**CAREER SUMMARY:**

* More than 5.9 years of experience in the field of HRM.
* Experienced in man power planning, recruitment, developing performance management system, developing employee welfare programs, employee life cycle management, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.
* Good communication and interpersonal skills.

**WORK EXPERIENCE:**

**DEPUTY MANAGER (HR)**

**ALLIED ENGINEERING PVT.LTD. Dec. 2012- Present**

**(Posted at: BHUSHAN STEEL LTD., MERAMANDALI, DHENKANAL)**

* Manpower planning as per the requirement for the BILLET unit consisting of RMPP, DRI PLANT, SMS & BILLET PLANT respectively.
* Identify staff vacancies and recruit, interview and select applicants.
* Joining formalities.
* Induction of newly recruits.
* Maintaining database of the employees.
* Counselling the employees regarding the rules, regulations & policies of the organization vs. their present and future role & their career progression within the organization setup
* Organizing formal & onsite training for the workers and employees.
* Handling establishment matters.
* Dealing with redressal of employee’s grievance.
* Performance appraisal of employees.
* Preparation of documents pertaining to Appointments, joining, Confirmation, Salary revision, Transfer & Termination.

**ASSISTANT MANAGER (HR)**

**TIMES STEEL & POWER LIMITED, KALUNGA, APRIL 2011 – NOV. 2012**

* Managed the overall provision of Human Resources services, policies, and programs for the entire company.
* Responsibilities included: recruiting and staffing; organizational and space planning; performance management and improvement systems; organization development; employment and compliance to regulatory concerns; employee orientation, development, and training; policy development and documentation; employee relations; company-wide committee facilitation; company employee and community communication; compensation and benefits administration; employee safety, welfare, wellness and health; charitable giving; and employee services and counselling.

**GET (PROJECTS-SOLAR DIVISION)**

**ELECTROTHERM (INDIA) LTD. AHMEDABAD, OCT. 2010- MARCH 2011**

* Identifying prospective clients from the market.
* Preparing budgetary offers, RFP & RFQ for clients and vendors respectively.
* Budgetary planning of the projects.
* Tender documentation and filling.
* Gathering requisite information from state and nodal agencies regarding solar projects.

**INTERNSHIP (HR)**

**SHAH ALLOYS LTD. AHMEDABAD, DEC 2009- FEB. 2010**

* Induction Process
* Job Analysis
* Job Design
* Recruitment Process

**AREA OF EXPERTISE**:

* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Overall responsibility of man power planning and recruitments.
* Developing the induction programmes for the new recruits.
* Working out the compensation plan and policies.
* Conducting researches to study the current compensation trends in the market.
* Developing and implementing the performance appraisal system for the company and co-ordinating it with other line managers.
* Co-ordinating with finance department for processing of payments to employees.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Establishing a proper organizational structure.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Maintaining good internal communication within the company.

**ACHIEVEMENTS:**

* Captained the college Cricket team and was awarded as best cricketer in inter level college cricket tournaments for 3 consecutive years during engineering career.
* Played cricket at club and district level in under 15 and under 17 respectively.
* Selected thrice in state level cricket camps in 2001, 2002 and 2003 respectively.

**ACADEMIC INFORMATION:**

**MBA (HR & MARKETING)**

2-years full time post graduate programme in Planning and Entrepreneurship leading to a Diploma from IIPM and a concurrent MBA from IMI Europe, 2011

**B.TECH (ELECTRICAL & ELECTRONICS ENGINEERING)**

Trident Academy of Technology, Bhubaneswar 2009

**PERSONAL DOSSIER:**

Profile: Male, 32

Date of Birth: 24th Oct. 1983

Languages Known: English, Hindi & Oriya

Nationality: Indian

Salary Expected: Negotiable/As per norms

Passport No.: M9314717