



## Dipankar Bagchi

(M)- 9953140905

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### EXPERIENCE SUMMARY

Seasoned HR Professional with 8+ years of experience in all the areas of Human Resources having extensive exposure to Manpower Planning, Talent Acquisition, Training & Development, Employee Engagement, HR MIS, PMS

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### Career Objective

To see myself grow in the domain of HR Management and to excel in it, combining my aptitude, logical and people skills with the attitude of perseverance and consistency leading my way.

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### PROFESSIONAL CERTIFICATION

Certified Talent Manager from Carlton Advanced Management Institute, USA

Certified in Train the Trainer Program by AIMA, New Delhi

Certified as Audit Coordinator for ISO 14001 by TUV SUD South East Asia

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### EDUCATION

- MBA(Executive) (Human Resource Management) from Karnataka University(2014)
  - Post Graduate Diploma (Human Resource Management) from ICFAI (2011)
  - Graduate Diploma in International Business from JIMS, Delhi (2006)
  - BBA (Management) from JIMS, Delhi (2006)
  - M.A (Economics) from Allahabad Agriculture University (Persuing)
  - HSSC from St Thomas Senior Secondary School (2003)
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### ORGANISATIONAL SYNOPSIS & INITIATIVES

Organization	Role	Designation	Duration
<b>OSN HR SERVICES, FARIDABAD</b> <ul style="list-style-type: none"><li>• Handling 22 clients within India &amp; Saudi Arabia</li><li>• Catering more than 100 vacancies for recruitment across various levels &amp; domains</li><li>• Conducting induction &amp; training sessions.</li></ul>	In charge HR operations	Manager Operations	Jan 2013~till date
<b>DENSO SUBROS THERMAL ENGINEERING CENTRE INDIA LTD, NOIDA</b> <ul style="list-style-type: none"><li>• Introduced E-payroll system, thereby saving paper usage by 50% and reducing manual work by 70%.</li><li>• Designed job description manual.</li><li>• Introduced Quarterly News Letter of the company.</li></ul>	Unit HR	Deputy Manager HR	Apr 2012 – Dec 2012

<ul style="list-style-type: none"> <li>Introduced One-O-One meeting(periodic Event for understanding Opinion, suggestion &amp; issues of TM's)</li> <li>Introduced Various Policies &amp; Guidelines</li> </ul>			
<b>CLAAS INDIA PVT LTD, PUNJAB</b> <ul style="list-style-type: none"> <li>Achieved 20% reduction in cost of recruitment.</li> <li>Successfully handled hiring of experts for senior level position.</li> <li>Designed internal E-portal for the organisation.</li> <li>Closed critical 3 Top level vacancies within 60 days.</li> <li>Played a major role in meeting critical requirement of experts for R&amp;D, manufacturing &amp; materials in the company.</li> <li>Instrumental in achieving reduction in expenditure on consultants.</li> <li>Restructured recruitment system in the organisation.</li> </ul>	Section Head	Sr.Executive-HR	Oct 2010 – Apr 2012
<b>HONDA MOTORCYCLE &amp; SCOOTERS INDIA LTD, MANESAR</b> <ul style="list-style-type: none"> <li>Closed 200+ vacancies across various levels for various departments</li> <li>Achieved 3000 man-hours in T&amp;D</li> <li>Member of core steering committee of the Kaizen team.</li> <li>Member of Editorial Board of Honda News Letter</li> <li>Organized Quality circle convention for HONDA Genpo</li> </ul>	Team Member	A. Executive	Mar 2007 – Oct 2010
<b>TEAM HR SERVICES (TEAM 4 U), DELHI</b> <ul style="list-style-type: none"> <li>Successfully handled large scale recruitments for various clients, including recruiting 50 sales executives through headhunting.</li> </ul>	Team member	Associate Recruitment	Jun 2006 – Feb 2007

## PROFESSIONAL HIGHLIGHTS

### • MANPOWER PLANNING AND TALENT SOURCING

#### *Pre Recruitment activities*

- ⇒ The simple Mantra in Pre Recruitment of Manpower Planning is “The Right Person in the Right Job at the Right time and at the Right Cost”
- ⇒ Identifying/understanding the manpower requirement needs and planning the entire recruitment process.
- ⇒ Monitoring and coordinating the entire recruitment life cycle right from screening the resumes to closing the requirements. Facilitating external recruitment activities which include campus visits, advertisements, Walk- in different location and attending professional conferences, inducting professional recruitment agencies and other sources.
- ⇒ Negotiating the Salary and Joining dates. Also, issuing the offer and appointment letters.
- ⇒ Maintaining statutory records & ensures compliance.

- ⇒ Verification BGC process of all previous employments, education qualification and reference checks.
- ⇒ Maintaining complete transparency in technical requirements.
- ⇒ Assisting and Managing HR Team in the entire recruitment process and taking daily updates.
- ⇒ Being responsible for the entire recruitment process and ensuring the closures within deadlines.

#### ***Post Recruitment activities***

- ⇒ Preparation of Offer Letter.
- ⇒ Joining Formalities of the new recruits
- ⇒ Tracking of Employee's confirmation and Preparation of Confirmation Letter.
- ⇒ Preparation of monthly attendance and leave statement of employees.
- ⇒ Involved in the pre and post-employment verification
- ⇒ Involved in delivery planning, team planning, revenue planning and ensuring Team Target with respect to Delivery and Revenues are met.
- ⇒ Resume Management, Maintaining computerized & manual database of applications.

#### ***Exit Formalities***

- ⇒ NDC (No due Certificate) Process & Full & Final Settlements
- ⇒ Experience letter & Relieving letter process
- ⇒ Exit Interview process

### **• LEARNING & DEVELOPMENT**

- ⇒ To undertake Training Need Analysis and Competency Mapping exercise for all employees
- ⇒ Formulate development strategy and plan to cater to the development needs of employees across organization
- ⇒ Drive Individual Development Plan(IDP)and Gap Analysis across all hierarchy.
- ⇒ Design Training Modules and facilitate programs as per organizational Development plan
- ⇒ Designing & Implementing Training schedules, policies, calendar across all verticals and location.
- ⇒ Network and liaison with Learning Institutes & agencies to seek their expertise in driving the organizational interventions
- ⇒ Manage Post Training Effectiveness and feedback received from trainings.
- ⇒ Conceptualize, Facilitate implementation & Train all Contract workers for Safety trainings at Plant as per plant needs / Safety needs & directives from Corporate training
- ⇒ Plan budget and maintain records for development initiatives.
- ⇒ Develop individual career progression for Graduate Engineer Trainees(GET), Diploma Engineer Trainees(DET) & other trainees.
- ⇒ Drive Induction and orientation programs for all new employees
- ⇒ Facilitate Campus recruitment and drive onboarding and other development programs for recruits.
- ⇒ Demonstrating on-the-job training for new hires, orientation sessions, regular meetings, conferences and other business meetings.
- ⇒ Facilitate Performance Appraisal workshops
- ⇒ As a **Trainer** I have trained the employees on **Team Building & Leadership skills (Customized program of HONDA Japan, "HTLP, HMLP")**.

#### ***Induction and Orientation***

- ⇒ Taking care of new incumbents' formalities.
- ⇒ Organizing & Anchoring in Induction and Orientations.
- ⇒ Representing on behalf of management and introducing the goals and missions of the organization.
- ⇒ Explaining Dos and Don'ts.
- ⇒ Explaining the leave structure and all other policies.

### **MIS OPERATIONS**

- ⇒ Creating MR (Monthly Report) covering all domain like (Manpower, Attrition, Training, Administration, Absenteeism, expenses, Salary etc.)
- ⇒ Creating Position Structures and updating of present and past employee database and personal files.
- ⇒ Supervising the filling up of Separation Feedback Forms, analyzing and preparing a report for management on quarterly basis.
- ⇒ Preparing Kaizen & Quality circle reports by Identifying & analyzing the best technology with Technical Heads for appraising the employees.

- ⇒ Preparing the list of Good opinions and employee grievances by doing periodic meeting with each employee and understanding the issues. For employee satisfaction and healthy working environment.

## ADMINISTRATION

- ⇒ Handling FRRO Activities for Japanese Expats
- ⇒ Arranging the residence facility for expats
- ⇒ Handling the lease agreement activities etc.
- ⇒ Dealing with travel Agencies for issuing air ticket and clearing the payments.
- ⇒ Booking hotels for business trip guests and arranging pickup & drop Services.
- ⇒ Monitoring departure and arrival of employees as per schedule.
- ⇒ Creating new ID card and issuing uniforms for new employees.
- ⇒ Administration & Processing of employee medical insurance, reimbursement claims, accident & workmen compensation claims etc. in liaison with third party insurance company.
- ⇒ End of probation evaluation of employees.
- ⇒ Responsible to create Administrative Policies and Procedures.
- ⇒ Main task includes Cost Controlling to the maximum possible

## EMPLOYEE ENGAGEMENT

Instrumental in launching / implementing employee involvement initiatives like:

- ⇒ Promoting Quality circle & kaizen activities within all employees
- ⇒ Initiated one to one meeting for internal communications, Employee Connect initiatives listen to the voice of the employees and initiate changes.
- ⇒ Implementation of Employee Engagement activity calendar for an year – Outbound tour program, family day etc.
- ⇒ B'day Celebrations.
- ⇒ Other engagement activities from time to time.

## EMPLOYEE RELATION

- ⇒ Managing the **Employee Engagement** and accelerating the **Employee Motivation**.
- ⇒ Taking all the measure to eliminate **employee attrition** ratio.
- ⇒ Handling **employee grievances** which are related to Salaries, Appraisals, Transportation, Timings, Performance, Behavior and Discipline etc.
- ⇒ Monitoring employees' discipline, and helping them to achieve personal and professional growths.
- ⇒ Maintaining a positive and inevitable relationship between the management and employees.
- ⇒ Ensuring the activities in the organization that add to the productivity and morale of the work force.
- ⇒ Personally identifying the areas of improvement in employees and spearheading the entire team by writing appreciation & motivation emails and also appreciating through newsletter and monthly speech by Top management.
- ⇒ Acting as a **connecting link** between the management and the employees
- ⇒ Assisting newly appointed employees to gel with the policies and procedures of the organization.
- ⇒ Negotiating the permissions and/or leaves and sanctioning them if necessary.
- ⇒ Guaranteeing uniform system of application of policies & procedures is followed within company.
- ⇒ Ensuring that the employees are given an equitable treatment and acting as a mediator during the times of differences between the management & the employees.

## PAYROLL

- ⇒ Ensuring Monthly salary disbursement on time to the employees
  - ⇒ Ensuring payment of perks on time to the employees as per the policy.(like fuel reimbursement, tour expense reimbursement).
  - ⇒ Prepared Payroll Processing monthly, Salary disbursement report, employee records and Monthly leave data through Management report presentation.
  - ⇒ Probation & Confirmation review
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**PERSONAL DETAILS:-**

<b>Address</b>	:	House No# 3218, sector-3, Faridabad, Haryana
<b>Date of Birth</b>	:	26 <sup>th</sup> Jan 1985
<b>Gender</b>	:	Male
<b>Language Proficiency</b>	:	English, Hindi, Bengali and French
<b>Core Strength</b>	:	Ability to conceptualize and drive initiatives/process Good team player with leadership competencies