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| Debanshu Panda  8 years of experience in Talent Aquisition,Onboarding, Learning and development, Payroll and Administration . | |
| |  |  | | --- | --- | |  | A-102,Jalvayu Towers, Niladri Vihar,Bhubaneshwar-751021,Odisha | |  | [debanshu.debanshu.panda1@gmail.com](mailto:debanshu.debanshu.panda1@gmail.com) | |  | +91- 9985775647 |   Detail-oriented HR professional leveraging more than 8 years of experience in HR Acquisition,IR,payroll, CSR Welfare, and Administration targeting challenging HR roles in a highly reputed organization.  **CORE COMPETENCIES**  Talent Assessment & Acquisition  Training & Development  Employee Retention  Employee Engagement  Payroll Management  CSR  Industrial Relations  General Administration  **EDUCATION**   * Master in Human Resource Management from GITAM University, April 2014 * B.Tech in Mechanical Engineering from JNTU (Jawaharlal Nehru Technological University Andhra Pradesh), April 2012   **IT SKILLS**  **Programming Languages:** Basic Level C, Autocad, Tally ERP9, CATIA  **Tools:** MS Office Suite (MS Word, MS Excel, MS PowerPoint), ATS.  **Database:** Oracle  **SOFT SKILLS**  Collaborator  Communicator  Innovator  Planner  Thinker  **PERSONAL DETAILS**  **Date of Birth:** 7th January 1990  **Languages Known:** English, Hindi, Odiya and Telugu | **SUMMARY**   * Currently a part of HR managerial team contributing to smooth functioning of export-oriented companies at Visakhapatnam. * Supporting in general administration of workforce planning, succession planning, learning and development. * Individual advisor to business head in all HR related matters. * Talent Acquisition expert for all requisitions. * Expertise in training plans and execution of these in expected timeline. * Expertise in HR Accounting,Industrial relations,joining formalities, administration,Employee engagement and other statutory benefits. * Analyst in Employee Turnover, Compensation attractions, Training, Grievance and other administrative aspects. * Good networking with 3rd parties in implementing welfare schemes in organization. * Expertise in attendance and payroll Management. * Expertise in function arrangements in organization on CSR occasions like women’s day, May day, republic day, independence day,   **PROFESSIONAL EXPERIENCE**  **14th Dec’ 2015 - Till Date** **| HR Analyst | Pokarna Engineered Stone Limited**  **Key Result Areas:**   * Leading talent acquisition activities. * Managing the mass onboarding process in broad manner. * Analysis of Employee Turnover, welfare schemes, Administration and other employee engagement survey for improvements. * Driving specific engagement initiatives to maximise productivity and develop high engaged teams. * Working with line managers and employees to address all types of employee relation aspects. * Managing data updates on master employee data, and personal employees file management and updation. * Managing exit interviews, separation clearance, full and final settlement. * Arrangement of railway/flight/bus tickets,accomodations of the on duty going employees. * Ensuring the smooth functioning and administration of canteen, guest services, transportation, housekeeping and Dispensary Management at OHC * Conducting various cultural and sports functions on May Day, Independence day & Republic day, Women’s day. * Implementation of welfare schemes, and 5S. * Monitoring of Housekeeping activities.   **15th Nov’ 2014 - 6th Dec’ 2015 | HR Associate | SLC Projects Pvt. Ltd., Visakhapatnam**  **Key Result Areas:**   * Onboarding-Getting mail id created,sharing it with candidates. * Disengaging the employee on HRIS. * Updating onboard checklist and making dashboards on onboarding, resignations and disengagements. * Preparing id cards for new employees,and visitors. * Managing ESI and group Mediclaim databases.   **1st Aug’ 2014 - 6th Nov’ 2014| Trainee HR Officer | Brandix Apparel India Pvt. Ltd., Visakhapatnam**  **Key Result Areas:**   * Initiated a drive to draw attention to the importance of education amongst the children of Brandix employees. * Analysis of welfare schemes, transportation and attrition rates for improvements. * Assisted the management in organizing the categories of competitions like Singing Star to recognize the best singers working at Brandix, Dancing Star which is a team-based event and Announcing Star.   **ACADEMIC INTERNSHIP**  **20th Jan’ 2014 – 29th Mar’ 2014| Trainee| Jindal Steel and Power Limited, Angul, Odisha**  **Project: Study of Training and Post Training Effectiveness**   * Used Kirkpatricks Model of Evaluation to determine the skill gap, behavior change and the contribution of the employees that affect the organization's performance   **6th May – 20th Jun’ 2013 | Intern| Lakshmi Hyundai Automobiles, Visakhapatnam**   * Done project on Lean Management based on the Research Model.   **20th Dec’ 2011 – 25th Mar’ 2012 | Kinematic Synthesis and Development of Hand Driven Rice Transplanter**   * Used Autocad and CATIA to design handheld rice transplater which helped farmers.   **9th May 2011 – 28th May 2011 |Intern| Rastriya Ispat Nigam Limited, Visakhapatnam**   * Study on compacting and binding machine and how to convert steel from long to short length with proper tacking.     **ACHIEVEMENTS**   * Initiated Employee referral scheme in Pokarna which helped in generating more talent pool, and fast selections. * Initiated and organized various games in May day week to increase employee engagement in Pokarna in year 2022. * Assisted management in implementing 5 years service and 10 years service awards in Pokarna in year 2019. * Assisted management in reducing attrition rates in Brandix in 2014. * Implementation of Kirkpatricks model evaluation in Brandix in 2014.   **WORKSHOPS**   * Attended lecture Series on "The philosophy of Bhagvad Gita", 2013, Gitam Institute of Management, Visakhapatnam * Participated in "United Nations International Year of Youth", 2011, Gayatri Vidya Parishad College of Engineering (GVPCOE), Visakhapatnam |