

SUBHANKAR CHAUDHURI

Ananda Plaza,
4th Floor,
Flat No.: 502,
504,G.T. ROAD
P.O-Serampore,
Dist: Hooghly,
Pin-712202, West Bengal
Mobile: +91-7990760762/8420880880

✉: - chaudhurisubhankar@yahoo.com subhankarmbglghy@gmail.com

Introduction	<i>A keen planner and strategist with proven abilities in addressing operational issues, resolving performance bottlenecks and achieving desired objectives. A keen communicator with excellent relationship building and management skills, helping Managers to make the best use of their time by dealing with their Secretarial and Administrative tasks.</i>
Objective	To Future my career with a concern that can best utilize my abilities and relevant experience in the field of Human Resources & Administration. Ready for the next stage in a successful career.

Highlights:

A highly motivated, confident individual with exceptional multi-tasking and organizational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with Directors and Senior Managers.

Top-notch assistant with experience co-ordinating management and special tasks with a high degree of efficiency.

Serve as a point person in Management.

Provide Executive Support to V.P and M.D in a timely and courteous manner.

Organise Travel Management of the Seniors.

Manage Capital Purchases, direct Vendor relations.

Generate and maintain track of Equipments.

Collect Monthly Report of Expenses as per requirement of E.D.

Collaborate with Departmental Managers.

Monitor and respond the e-mails of M.D. as per his instructions.

Monitor existing documents to ensure they remain through, accurate and up-to-date. All HR/Admin and Liasoning work to execute the project properly.

Job Profile :-

Cisen Pharmaceuticals India Pvt Ltd:

Designation: Sr.Manager(HR & Admin)

Tenure: Sept 2024 to till now

Leading all HR, Admin and Liasoning work Co-ordination with all Clients Conduct and finalize all Recruitment Process Pay roll, PF,ESIC, and managing all meetings and other schedules as per instruction. Looking after Staff Welfare and Cafeteria management.

M.F.Construction:

Tenure: 02.01.2021 till AUGUST 2024

Joined as G.M (HR/Admin)

Leading all HR, Admin and Liasoning work

Co-ordination with all Clients

Conduct and finalize all Recruitment Process

issues

Pay roll, PF, ESIC and Bank Accounts of all Staffs and Labours
Attaining all Start –up Meetings of Project
Assisting MD for all work as per instruction
Dealing with Local Labour unions and solve all IR

Ushta Infinity Construction Co(P) Ltd

Tenure :- From 06.03.2017 to 15.10.2020

- Joined as **Sr. Manager (Operation)** on 6.03.2017 with a team of 35 People.
- Co-ordinating with Site Engineers for their day to day reports. • Arrange all accommodation of Staff and Labours at every Site before starting up of any project. Arrange Labour License for every Site.
- Arrange and shift the Engineer, Supervisor and Safety Personnel at every site. Implemented TBT at every site on daily basis before starting of work.
- Implemented daily sending of contractor details of labours and work planning of the day. Arrange to open the Bank Accounts of every Staff & Labour at each site.
- Monitor and forward for payments for all hired vehicle, machinery, drinking water at sites. Following and monitor Purchase and Store Department for the materials needed at site.
- Monitor RMC requirement at all sites and arrange them from Ultratech or Prism.
- Daily checked the basic reports of work done the day before and analyses the reason for non – Achievement of targeted work.
- Deal with Insurance Company for taking WC Policies wherever applicable at site.
- Monthly Stock Reports of Sites so that the next MSR to be checked properly with the base of MTN, GRN, Gate Pass and Issue Slip.
- Monitor Labour Contractor Bills for timely payment for smooth running of the projects. Arrange to raise Monthly Invoice to Clients as per monthly work done.
- Control and monitor the system of fortnightly expenses incurred at sites by the Staffs. Plan visit of sites for checking the works of sites.
- Arrange the Staffs as per requirement of Management.
- Discuss and take steps to arrange for upcoming project in consultation with MD(Technical) and CMD.
- Check the Monthly attendance of Labour and Help the HR Department to make the wages in time. Check the Monthly attendance for disbursing of Staff Salary in time.
- Control and Monitor the contractors for deployment of Labours at different sites. Maintain a cordial relationship with ALC & RLC of different regions.
- Cordial relation with All Labour Unions and deploy manpower after solving all IR issues.

As successful in operational field got the promotion as **General Manager**.

S. K. SAMANTA & CO (P) LTD

Tenure :- From 05.08.2014 to 28.02.2017

Joined as **Manager-HR & Administration** with a leading team of 10 People in the HR Department. Recruiting, Screening and short listing the candidates for the assigned positions.

- Taking preliminary round of the interview and maintaining their database.
- Coordinating with the Chairman, Directors, H.O.D's; Project Managers in the company regarding the job requirements in the Organization.
- Scheduling interviews of the candidates with the Chairman, Directors, H.O. D's. Training freshers for recruitment.
- General office management and house keeping. Maintenance and updating of leave records. Started co-ordination with sites and became successful to fulfill their needs.
- As the work centralized in Chhatishgarh and Madhya Pradesh, maintains a work enable situation after talking with the local unions for involving local labours at site.

1) **RVR PROJECTS (P)LTD.**

Designation :- Manager- HR & Administration. **Tenure**
:- From 15.03.2010 to 30.07.2014

Job Responsibilities Daily:-

- Joined as **Manager-HR & Administration** Leading a team of 8 People only in the HR Department. □
- Recruiting, Screening and short listing the candidates for the assigned positions. □
Taking preliminary round of the interview and maintaining their database. □
- Posting Jobs and Good knowledge of handling all the job portals (Monster, Times jobs, Naukri), □ Head Hunting.
- Completing the work on time as per the requirements from the H.O. D's; keeping follow-up with them. □ • Training freshers for recruitment. □
- Coordinating with the Chairman, Directors, H.O. D's; Project Managers in the company regarding the job requirements in the Organization. □ • Scheduling interviews of the candidates with the Chairman, Directors, H.O. D's. □
- Prepare and maintain daily submission reports, analyze recruitment statistics and maintain weekly hot lists ensuring that individual targets of the recruiters are met on time. □ **Orientation & Joining & Exit Formalities:**
- Making & Issuing Offer Letter; Appointment Letter; Confirmation Letters; Transfer Letters; Termination Letters etc. □
- Taking Exit Interviews & Exit Formalities. □ Opening Bank Accounts cards for the Employee. □
- Ensuring that all joining papers are filled by the candidates and supporting documents are submitted on time. □ • Allotment of employee code to the new joiner. □
- Processing documents like investment declaration form (form 16) collected from new Joiners to the Finance Dept. □
- Initiate temporary ID, Mail ID, Visiting Cards, for employee. □
- HR Induction & Staff Introduction. □

Leave administration:

- Maintenance and updating of leave records□
- Addressing employees' queries regarding leave policy and status□
- Generating and providing leave reports to Management□

Payroll & Attendance:

- To prepare the salary structure based on the total package offered by the company for 437 employees.□
- To prepare the monthly salary input data of all the employees for salary processing.□
- To handle the monthly reimbursements (medical, petrol, telephone) of the employees.□
- To collate the monthly attendance for all the employees.□
- To maintain the leave record of the employees based on leave policy of the company.□
- To send the final salary payout sheet to Finance team with bank advises.□
- To coordinate with the Finance Dept. Team in getting the salaries disbursed on time.□
- To handle all the queries related to salary and providing just & timely solution.□
- Responsible for final clearance and full & final settlements of employees.□
- Responsible for Salary Advances, Loans etc. from employee's salary, Processing, Checking and Finalizations of error free monthly payroll, submitted by employees.□
- Maintain all sorts of Safety measures to avoid accidents at Site.□

Policy Documentation and Implementation:

- Contributed in the designing of various policies for attracting and retaining workforce.□
- Implemented these policies and was successful in achieving objectives set.□

Administrative functions include:

- Ensuring of PF & PT statutory compliances.□
- General office management and house keeping.□
- Overseeing office filing.□
- Purchasing of office supplies and other assets.□
- Maintenance of asset register.□
- Vendor management.□
- Taking out AMC's of office equipment□
- Entering into tie up with good hotels and negotiating for good rates.□
- Hotel booking and making travel arrangements.□

- Negotiating of lease of office and scouting for new office property as and when necessary.
- Local Labour Union control and manage to run the project smoothly.

2) **MBL INFRASTRUCTURE LTD**

Designation :- Admin and Personnel Manager cum P.A of Vice President

Tenure :- From 01.11.2006 Till 10.02.2010. Job Responsibilities Daily:-

Interviews & Recruitment Process:

- Understanding the complete job descriptions and job specifications for various roles received from the HOD's.
- Compile & process the approved manpower requisition, by screening and lining up suitable candidates for interview in coordination with HOD's by Various Recruiting Techniques - job portals, career sections, Headhunting references and Consulting.
- Cross checking the screened profiles and HR round of interviews of the candidates through phone or Personal Interview in order to map the suitability of the profiles to the requirements.
- Check salary fitments, Salary negotiation, reference checks and issuing offer letters to the selected candidate.
- Placing ads on jobsites for various openings.
- Updating the Manpower Chart and the Recruitment Status.

Induction process:

- Giving Induction to the new employees and conducting the joining formalities.
- Preparing the Offer Letters, Appointment Letters, Confirmation Letters, Appraisal Letters, Termination Letters, F&F Settlement Letters, etc.
- Maintaining the number of offer letters, Appointment letters, etc. issued in a month. ☑ Coordinating exit interviews for employees.

Attendance and Leave:

- Maintaining the daily attendance report.
- Conducting the Leave Management and maintaining Leave report. • Looking-after Payroll management, Attendance and leave records of employees.

Attrition Rate:

- Overall Calculating the Attrition rate of the Organization. Preparing Report & sending it to the CEO & GM.
- Calculating the Attrition rate of all the Departments, preparing reports & sending it to the respective HOD's.

Training & Development:

- Training analysis based on skill bases analysis, Appraisal Feedback & suggestion.
- Co-coordinating External & Internal Training Programs.
- Maintaining Training Records.
- Analysis of Training Feedback.

Performance Appraisal:

- Preparing the Appraisal Form.
- Providing the Inputs to HOD for Appraisal.

- Preparing Appraisal Letter.

Administration Support & Liasoning:

- Maintaining the MIS of HR Department, Sending MIS reports to General Manager and CEO.
- General Administration.
- Taking care of the AMC's.i.e. Air-conditioners, Pest control, Refrigeration, Computers, Printers, Scanners, etc.
- Talking to the Vendors, BMC, Police, Collector office, etc.
- Record Keeping of Stationery's of all the Departments & Office Maintenance.

3) Declaim Industrial Corporation and Nagarjuna Construction Co

**Designation :- Manager(Admin/HRD) Tenure :-
From 04.04.2004 To 16.10.2006**

Job Responsibilities Daily:-

- Handling the entire Recruitment cycle: Sourcing, Screening, Interviewing and Placing qualified talent.□
- Sourcing of profiles from job portals like Naukri, Monster, Jobs ahead and Timesjobs.com□
- Sourcing & Interviewing the candidates according to the requirements.□
- Pre-screening the resumes before short listing.□
- Manage the Internet-based Recruitment process based on client needs through various job portals. Head Hunting□
- Maintaining contact with eligible candidates throughout the Recruitment process.□ □
Prepare weekly open position status report in Excel format. Maintaining the database system.□
- Schedule the Final interview with the clients.
- Screening and short-listing suitable profiles against the requirements depending on their experience, qualification & skills.□
- Sourcing resumes through various job portals. Co-coordinating with clients for post & pre interviews.□
- Responsible for co-ordination with clients HR for candidate's interviews and scheduling interview.□
- Maintaining and updating database of all resumes received & Recruitment Track.□
- Taking the preliminary round of Interview so as to judge the communication skills and observe the "candidate-organization fit" closely.□
- Meeting aggressive targets and closing requirements for key positions.□
- Managing Weekly Recruitment Drives on a regular basis□
- Meeting with Manager for understanding requirements and obtaining feedback.□
- Follow up with the offered candidates till they join the organization.□
- Checking existing database for leads and having a good pipeline of back up candidates and against the open positions.□

4) Tarmat Infrastructural Engineering Ltd.

Designation:- Manager(HRD)

Tenure:- From 18.04.2003 To 03.03.2004

Job Responsibilities Daily: -

- Understanding of the recruiting process, with the ability to detect right Talent.□

- Using various avenues and sourcing strategies to identify and attract passive job seekers. Proficient in sourcing relevant profiles from portals, networks, head-hunting as per job specs given by client.
- Interviewing candidates to do an initial check on technical skills, Communication skills and candidates' expectations and if there is a match with the client. Help candidates in formatting resumes. Design and Posting of job advertisements – primarily online.
- Maintenance and building of our resource database in real-time and building a pipeline of resources to optimize response time.
- Co-ordinating & scheduling of interviews.
- Develop close business relationships and establish on-going Recruitment needs of the clients.
- Supervision on daily cleaning of entire office and maintaining a Clean Hygienic standard
- To ensure functioning of Air conditioners, Xerox machines, Electrical Equipment, EPABX, Fax, Computers / Printer etc.
- Compilation of stationery requisitions, quotations and to Provide Stationery to the respective departments.
- Interaction with the vendors & cost effect management.

5) SAHARA INDIA PARIWAR.

Designation :- SR.CO-ORDINATOR OF SALES

Tenure :- From 18.03.2001 To 31.03.2002

Job Responsibilities Daily: -

- Looking after the team work and dealing with local and district administration.
- Motivate and train the new comers

6) **HDFC.**

Designation :- Manager(HRD)

Tenure :- From 22.06.2002 To 08.03.2003

Computer-Knowledge :-

Computer-Basics :-

MS-Word-2007,MS-EXCEL-2007, Educational

Qualification :-

B.A (Eng)

CALCUTTA UNIVERSITY.

ABRITTE BIBHAKAR

RABINDRA BHARATI UNIVERSITY

**EXTRA CIRCULAR
ACTIVIIES**

Participate and receive prizes in various competition of extempo, speech, abritte at the interschool level. Participated in Drama also

Personal Details

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Citizenship	Indian
Date of Birth	2 nd JULY 1971
Marital Status	Married.
Languages	English, Hindi, Bengali, Assamese, Gujarati (Can comprehend)
Interests and Activities	Reading Books and Listening Music.

I Hereby Declare That All the Information Provided By Me In This Application Is Factual And Correct To The Best Of My Knowledge And Belief.

Place: - Goa

Signature

Date: 12.03.2025

[Subhankar Chaudhuri]

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