

## **CURRICULUM VITAE**

**NIMAI SAMANTA**  
**S/o Sri SAKTIPADA SAMANTA**  
VILL= KAKRA  
DIST= PURBA MIDNAPUR  
STATE= WEST BENGAL  
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### **SUMMARY**

**Specialties-** A dynamic individual possessing a wealth of experience in HR Operations, Recruitment, Compensation Structuring, Policies and procedures devising, Performance Appraisal, Statutory Compliance, Employee Engagement. In the Manufacturing sector.

**Industry Exposure: FMCG/Construction/MFG & Service Industry.**

**Total work experience: 13.01 Years.**

**Currently Working at ISHAAN PLASTICS PVT LTD. From 02<sup>nd</sup> August -2021 To till date.  
Ghusuri,Howrha,West Bengal-711107.**

**Designation: Senior HR Executive**

**Reporting to: MD/Company Representative/Commercial & Export Head**

**Principle Accountabilities:**

#### **Manpower Planning & Recruitment:**

- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Sourcing the candidate through Naukri Portal, LinkedIn, Indeed job portal and other free recruitment sites manpower consultancy, social network sites and CIPET placement to full-fill the requirement to save cost.
- Executing the entire gamut of task in recruitment encompassing Sourcing, Screening, Short-listing, Selection and issuing offer letter, appointment letter etc. Designing and developing JD /KRA-KPI for all level of employee.

#### **HR Operation:**

- Currently handling activities like, Employee grievances and Engagement activities, Payroll Process System.
  - Ensure efficient on-boarding of new hires and include them as part of the talent development initiatives wherever appropriate
  - Plan for and schedule the induction events in anticipation of the dates of joining of individuals.
  - Ensure completion of joining formalities in terms of process steps and documentation.
  - Conduct induction presentations, orientation and site tours for new joiners in the positions of Executive, Senior Executive & Managerial level.
  - In coordination with Plant, ensure plant visits to other sites of strides for the new joiners.
  - Drive People Agenda in sales team through pre-planned reach out activities at regular intervals.
- Ensure & facilitate sales processes like monthly scheduling of meetings facilitating the communication flow & alignment of the entire system from HO to the field as well as providing a channel of feedback from people to the organization.

### **Policy formation & administering:**

- Developed and implemented policy framework across the organization to attract, retain & nature good talent.
- Prepared SOP for New Joiners and Exit process.
- Introduce Monthly MIS and Recruitment Tracker.
- Creating and implementing different policies like Working Hours, Code of conduct, Dress code, Mobile, Car & Travel Policy.
- Creating & maintaining manuals for each process involved in HR.
- Created compensation models for different levels of employees as per qualification & experience

### **Performance Management System:**

- Introduced and build an effective performance management system
- Implemented KRA & KPI Process and linked with Appraisal Process
- Discussed with the Management to strengthen the performance management system by establishing clear performance expectations as per the KRA and KPI and providing ongoing feedback and coaching and effectively linking performance to rewards.
- Conducted performance reviews as per review calendar with department managers & monitor employee productivity attitude & performance results across sections.
- Assuring fair filling up of the Appraisal form by the HOD and management for each employee.
- Facilitating and taking part in the appraisal of each employee along with the HOD.
- Conducting progress reviews for each employee between the initial annual planning session and the end of the rating period.
- Creating and organizing a survey for checking the usage of HR policies & systems (Employee Satisfaction Survey).

### **Employee Engagement and welfare:**

- Act as a (HR Helpline) single point contact for HR-transaction issues for employees and address their queries on the same.
- Two way communication sessions: Arrangement of Group Communication Meeting (Bindass Bol) with the senior management team and employees.
- Facilitate Workmen Satisfaction and Engagement Survey, Post survey FGD and arranged various engagement activities in plant and corporate.
- Support to Swachh Bharat Abhinav Initiative.
- Tree plantation, Blood Donation and conduct Health Check-up camps for our employees.
- Organized Family Health camp, medical consultation and treatment to family members.

**02nd January -2017 To 31st July-2021**  
**Client-PGCIL**

**Vijai Electricals Ltd, Sundargarh,Odisha.**

**Designation: Sr. Officer HR & Admin**

**Reporting to: Site Project General Manager/HOD –HR.**

### **Principle Accountabilities:**

#### **HR Operations**

- To manage End to End Employee Life cycle of On Rolls staff that includes Onboarding, Background verification, Transfers, Promotions, Salary restructuring, updating Organization chart, Exit Management, F&F settlement, HRIS Updation and Maintenance of Personal file
- Implemented new Policies & procedure as per management requirement, staff salaries issue,
- Designed structured induction program for new joiners to induct them about company culture and take timely feedback to evaluate the effectiveness of induction
- To Ensure 100% achievement of TAT in issue of Confirmation letter, Transfer letter, Mid Term increment letter to the employees
- To coordinate with Statutory consultant on compliance related matters like Gratuity, PF, ESIC, Maternity Benefits etc. and make required changes in the policy and salary structure

- To identify expected exit cases and conceptualize strategy with the objective to reduce attrition from a long term perspective
- Handle required formalities for Absconding and Termination cases. Issue legal notices and recovery notes as per exit policy
- Successfully resolved the site issues and compliances.
- Prepare bills of hired Vehicles checking log books daily wise & Other Bills. Vehicle Insurance, Tax, Road Permit, etc.
- Audit and authenticate all documents related to salary statements and distribution, policies, statutory documents such as PF and ESIC returns and challans and Inspection reports.
- Maintain the Fine dues, Lose & Damage Register.
- Independently handled HR Payroll & Statutory audit yearly.
- Maintaining Receipt/submission of PF & ESIC forms, PF Challans and file returns as per due dates, Monthly, annually and semiannually submission of returns.
- Arrangement for submitting ESIC forms to local office, collection the Temp/Perm Identity cards.
- Co-ordination for rate of Minimum wages/Special Allowance with respective Govt Office. Notice for Rate of Minimum wages and update the state wise rate of Minimum wages.
- Responsible to keep timely track on revision in Minimum wages and ensure wages are mapped as per revised Minimum Wage structure
- Suggest improvements / modifications to the induction process to the HR Head and in Departmental meetings.
- Maintain up-to date employee data in as many conceivable formats and slices and maintain readiness to generate reports.
- Discuss with the HR Head on the monthly HR-MIS; collate and present the information to the HR Head on a monthly basis.

#### **Audit**

- Assist both internal as well as external auditors to enable them to complete the audit procedures smoothly and as per schedule.

#### **Records & Reports**

- Prepare and submit periodically, reports relating to salary (gratuity & leave passage provisions) claim reimbursements, final settlement accounts etc. For proper allocation & accounting. Prepare Organizational Chart monthly.
- Maintain all payroll & benefit payment related records in an organized manner. Assist in preparation of manpower Budget sheets and generate any other reports as required from time to time.

**02nd January 2010–20th Dec 2016                      Larsen and Toubro limited (PT&D IC)**  
**Vizag Steel Plant, Visakhapatnam, (A.P) & RGGVY Projects. Aligarh, U.P**

**Designation: IR & Admin Asst.**

**Reporting to: Site Project Manager/HOD –IR.**

- Responsible for monthly wages study of labours engaged for the Project.
- Controlled & handled of more than 500 Labour with any sites.
- Maintain newly joiners of sub-contractor workmen induction training and verify their address proof /age proof.
- Preparation of monthly attendance Sheet of Regular staff & S/c workmen along with Time Office Work.
- Leave Record Maintenance.
- Staff Welfare, guest house, mess facilities off all staff, arrange labour Camp and welfare if any should be directly controlled.
- Arrangement of Labour license from Government Department & client office to start the work at Site. & Time to Time renewal of labour licence and Annual return to keep the reputation of the organization in the field of labour authority.
- Maintain all statutory records as per Labour Law.(form-xiii,Form-v,Form-vi,Form xxiv,Form-xxv,)
- Prepare bills of hired Vehicles & Other Bills. Vehicle Insurance, Tax, Road Permit, etc.
- Prepare all Records for Client Audit.(PF Reconciliation & Client Audit HR document's)
- Maintain the Fine dues, Lose & Damage Register.
- Preparation of Full & Final Settlement & Wages sheet & Unpaid Register of workmen.

- Competent in Maintaining Office administrator work like local & public issue.
- Office Supervision management. And follow-up housekeeping activity daily wise.
- Sub-contractor clearance preparation with checking of all necessary workmen and other register and labour finalization.
- Witnessing of labour payment of subcontractor.
- Arranging HR clearance for Client for smooth payment release.
- Designing, Implementation & Evaluation of Training programmes
- Attendance Management
- Maintenance of MIS and Reports.
- Vendor Management

### SCHOLASTICS

▪ **Bachelor of Arts (B.A Hons.)**

**Bajkul Milani Mahavidyalaya (Vidyasagar University), West bengal 2009 Batch**

▪ **H.S.**

**Bhagwanpur High School, West Bengal 2004 Batch**

▪ **S.S.C**

**Kakra High School, West Bengal 2002 Batch**

### PERSONAL SNIPPET

**Name : NIMAI SAMANTA**

**Father Name : SAKTIPADA SAMANTA**

**Date of Birth : 05.01.1986**

**Gender : MALE**

**Nationality : INDIAN**

**Religion : HINDU**

**Mother Tongue : BENGALI**

**Languages Known : ENGLISH, HINDI & TELUGU**

**Marital Status : MARRIED**

**Hobbies : READING BOOKS, PLAYING CRICKET**

**Permanent Address : VIL= KAKRA, PO= KAKRA  
DIST= PURBA MIDNAPUR, WEST BENGAL, PIN= 721659**

**Declaration :**

**I herewith submitting my C.V as per my skills and past working field experience and truly best to my knowledge.**

**Date :**

**Signature**

**NIMAI SAMANTA**