



## Manash Ranjan Basu

Administration Manager / Human  
Resource Manager



Kolkata, India



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24+Years' Experience



## SKILLS & STRENGTHS

- An outgoing, friendly personality with the ability to handle people and pressure
- Great team player and a source of inspiration and motivation to the subordinates.
- Plan and coordinate an organization's workforce to best use employees' talents
- Link an organization's management with its employees
- Plan and oversee employee benefit programs
- Serve as a consultant with other managers advising them on human resource issues, such as equal employment opportunity and sexual harassment
- Coordinate and supervise the work of specialists and support staff
- Oversee an organization's recruitment, interview, selection, and hiring processes
- Also worked in SAP and ERP.

Over 24 years' experience of professional experience as an Administration, HR & Facility Manager as well as coordinator Positions in UAE, Bahrain, Saudi Arabia and India.

From developing administrative systems and managing organizational procedures to building solid relationships and training and developing high-performance teams, I am able to provide comprehensive office leadership and support. My ability to interface across organizational levels and functions to drive policy development and enhance productivity and efficiency along with excellent problem solving and communication skills prepares me to thrive in this challenging position.

My background lies in successfully directing organizational planning and performance through strategic processes and staff development. Throughout my career, I have managed recruitment procedures, employee training initiatives, staff coaching.



## CORE COMPETENCIES

- **Administrative experience**
- **Effective communication and teamwork**
- **Process improvement skills**
- **Being able to work to tight deadlines**
- **Human resources management experience**
- **Excellent communication and interpersonal skills**
- **Selling skills**
- **Diversity support**
- **Decision-making and responsibility**



## EDUCATION

- **Bangalore University, India- India2007**  
**Master in Business Administration (Human Resource Development)**
- **Bangalore University, India 1992**  
**Bachelor of Commerce**
- **British Institute, India 1989**  
**Advance Diploma in Computer Applications**



## MAJOR ROLES IN VARIOUS ORGANIZATIONS

### Vision Creations- India

#### Administration & HR Manager (Oct 2018 – Till date)

- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems



## COMPUTER SKILLS

- Excellent In M.S Office
- Excellent Skills to manage Windows/DOS
- Good Typing Speed
- Gmail, Outlook
- HRMS / ERP



## Personal Information

- Nationality  
Indian
- Gender  
Male
- Marital Status  
Married
- Languages Known  
English, Hindi, Bengali & Arabic
- Visa status  
Employment visa
- Driving Licence  
Bahrain

### NSH Corporation- Saudi Arabia

#### Administration & HR Manager (July 2012– Sep 2018)

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Supervising administrative staff and dividing responsibilities to ensure performance. Looking for the NSH employees as well as the various hiring employees.
- Track stocks of office supplies and place orders when necessary. Submit timely reports and prepare presentations/proposals as assigned.

### NASS The Group-Bahrain

#### Administration & HR Manager (April 2011 to April 2012)

- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Recruitment / Competency Based Interviewing, Manpower Planning & Budget, Implementation of Corporate HR Policies, Payroll, PMS, Balance Score Card, Employee Engagement, OD Intervention, Retention, Contract Labour etc.
- Administer compensation, benefits and performance management systems, and safety and recreation programs. Identify staff vacancies and recruit, interview and select applicants.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Conduct exit interviews to identify reasons for employee termination. Negotiate bargaining agreements and help interpret labor contracts. Prepare and follow budgets for personnel operations.

### Rezayat Group of Companies- Saudi Arabia

#### Administration & HR Coordinator (June 2005 to Feb2011)

- Receives and screens visitors and telephone calls, providing information which may require the use of judgment and interpretation of policies and procedures;
- Maintains the Administration Coordinator's calendar, scheduling meetings, screening requests and ensuring that the Administration Coordinator is cognizant of meeting times and individuals;
- Coordinates departmental activities with those of other Company divisions, including follow-up for smooth functioning of office work; Types drafts and a wide variety of finished documents from the brief instructions, or prior materials;
- Uses word processing equipment and may input or retrieve data and prepare reports using an on-line or personal computer system;
- Initiates specified correspondence independently for signature by the Administration Manager; Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Organizes and maintains various administrative, reference, and follow-up files; Transmits information to others from the Administration office from the other companies / Divisions;





## Managerial Skills

- Excellent communication and negotiation skills with the ability to influence outcomes.
- Work as a team member with fellow employees, with an emphasis on cooperation
- Not afraid to seek advice in difficult situations.
- Self-motivated, Dependable, Open-minded, Empathetic and HONEST
- Efficient working abilities under pressure.
- Able to pro-actively identify and solve potentially difficult situations
- Demonstrate role model qualities
- Able to handle multiple tasks.



## Extra Curriculum Activities

- Degree in Music (Tabla) from Rabindra Bharti University, Kolkata, India.
- Received Certificate of Proficiency, Government of India, Human Resource Department.

### Hamadi Power Services, United Arab Emirates

#### Administration Coordinator (March 2000 to April 2005)

- Under supervision of the Director, I was responsible for supervising, scheduling, training and organizing workload of all personnel.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees and officials.
- Prepares a variety of reports and related information for decision-making purposes, including monitoring monthly expenditure budget.

### Al-Otaishan Group (Saudi Aramco), Saudi Arabia

#### Administrative Assistant (December 1997 to January 2000)

- Maintain confidential records and files, Maintain records of decisions,
- Assist with the preparation of policies and procedures, Review & edit reports to the Board,
- Prepare the correspondence for the Board members,
- Prepare documents and reports on the computer on various Aramco Forms.
- Schedule Board meetings, Prepare agendas for Board meetings,
- Greet and assist visitors, Answer phones, Direct calls and respond to inquiries

### Deepcon Computer Centre, India

#### Secretary cum Asst. Accountant (December 1997 to January 2000)

- Receive, direct and relay telephone messages and fax messages.
- Direct the general public to the appropriate staff member.
- Maintain the general filing system and file all correspondence.
- Assist in the planning and preparation of meetings, conferences, Organize and coordinate meetings, conferences, travel arrangements.
- Provide word-processing and secretarial support, keeping confidentiality, Prepare and manage correspondence, reports and documents.
- Implement and maintain office systems, maintain schedules and calendars