

# Chitta Ranjan Prusty

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## GOAL IN LIFE

- To be a successful professional contributing positively to the enterprise through a collective skill set including my knowledge, leadership and hard work. To enjoy the work and be open to learn each and every day.

*Achievement-driven professional, targeting challenging assignments in **Human Resource Management** with a growth-oriented organization of reputed Industry.*

☑ Since Dec 2021 I am working as a Manager HR with **Rashmi Metaliks Limited ([www.rashmigroup.com](http://www.rashmigroup.com))**

- ☑ A keen performer with 13 years' experience in managing entire **Talent Acquisition, Perm/Temp staffing, Training & Development, Compensation and Benefits, Statutory Compliance, Succession Planning, Industrial Relation, Vendor negotiation** ...etc. by ensuring optimal utilization of resources and advance technology.

## Awards/Achievements

👤 **Manufacturing Hiring Expert.** I have recruited 320+ Technical and Operational profiles (Mechanical, Hydraulics, Electrical, Chemical, Automation, Metallurgy, Civil, Finance, Procurement, Tendering Sales, Business Development and Legal) within a very short period.

👤 **Earlier Experience-** Worked with few major clients:-  
👤 **Non IT** (Tata steel Mining, Baldota Group (MSPL), SMS Siemag, IMFA, Ramco Cements, Hindustan Unilever, Britannia industry, Indo Nissin, Adani, Anmol biscuits, Bisk firm, Cocacola, Pepsico, P&G, Patanjali, Reliance 4G, I-ball, Samsung, future group, Idea, Dalmia Group, Tata group, Shree Cement, Ultratech, Lafarge cement, Mahashakti cement, Surya International, Quezx, Wirtgen India, Scan steel and jet freight Logistics.

Awarded the top-performer awards for achieving the business targets at UPC.

Received appreciation note multiple times from the Talent Acquisition Head at SMS Siemag, Tata Steel Mining and Indo Nissin Food for delivering quality profiles and for prompt follow up with the candidates.

Awarded for Smooth and perfect bulk hiring.

Athletic champion during my School & college period.

## Talent Acquisition:



From Dec 2021 to till date

Rashmi Metaliks Limited ([www.rashmigroup.com](http://www.rashmigroup.com))

Manager HR.

- Having strong recruitment experience in Manufacturing Industry. Profiles sourcing through **Personal reference. Employee reference. Advertisement. Naukri Portal, Monster Portal, LinkedIn, Recruitment Agency and Other Free Job Portals.** Responsible for all senior profile's recruitment: Example-CXO, VP, AVP, GM, AGM, SR. MANAGER AND MANAGER.
- To meet the present and future Requirement for smooth operation. Ensured all JD are kept up to date; Design new JDs as and when necessary. Conducting interview and shortlist the potential candidates.
- Preparing Sourcing strategies like Referral generation, Direct Sourcing, Networking, Mass Mailing so as to reach out to a maximum qualified pool of candidates. Expert in tapping the different sources of pooling potential talent.
- Execute sourcing through Professional networking sites: LinkedIn & Facebook. Minimizing recruitment costs by managing hiring via the Employee Referral Program and direct sourcing channels.
- Proficient in Handling Recruitment Drives/Walk-in: Organized and conducted Weekly Recruitment drives at our premises Ensuring Quality of Hires.
- Tracking business ramp-ups & backfill ask fulfillment progress, ensuring 100% delivery within defined TAT. Hiring candidates for diverse skill sets; Tech and Non-Tech.

## Core Competencies

1. Talent Acquisition
2. Job design and job analysis
3. Employee Training & Development
4. Compensation and Benefits
5. Employee Performance Management
6. Statutory Compliance
7. Employee Engagement & Communication
8. Health and Safety Regulations
9. Succession Planning
10. Industrial Relations

- Imparting proper training and ensuring the right development of the selected candidates is a crucial function of HR. After all, the success of the organization depends on how well the employees are trained for the job and what are their growth and development opportunities within the organization.
- Manpower Planning, Team Recruitment; Succession Planning and
- Taking care of onboarding (Induction and Orientation) and exit formalities



From June 2012 to Nov 2021

UP-Climbing ( [www.up-climbing.net](http://www.up-climbing.net))

Head Talent Acquisition.

Sourcing Profiles through Social Network (WhatsApp, LinkedIn, Facebook) and through Personal reference, Employee reference, Advertisement, Naukri Portal, Timesjob Portal, Monster Job Portal, Shine Portal and Other Free Job Portals.

1. **Client Management/ Team Management:** - I was the single point of contact for all clients. Working closely with my team members to ensure faster delivery through effective key account management.
2. Taking care of Business development for Selection, RPO, Executive Search, Retained Search assignments.
3. Regular service meetings with the existing clients to understand and address their concerns and partnering with them for their manpower needs
4. Responsible for renewal of service agreements with the existing accounts and Negotiating and renegotiating the commercials with the clients
5. Quantifying the monthly and annual revenue potential from each Account assigned to My Team.
6. Holding the accountability and responsibility of the monthly and annual revenue targets both Individual and team targets.
7. Ensure fulfillment and completion of the respective target assigned to all team Members.

**Pay Roll Management:** Preparation and Generation of Salary Sheet, increment procedures, confirmation appraisal and performance appraisal to overcome discrepancy in salary structure and to avoid unwanted situations in salary disbursement.

- Maintaining leave and attendance register
- Preparation of all salary inputs
- Handling the compensation for employees and administering their payroll
- Preparing of production incentives & production shortfall reports

**HR Training and Development:** Conducting different kind of training as per the company requirement. Normally I prefer to provide training after performance appraisal means to those employees who are poor in performance. Conducting orientation workshops for appraisals & appraisers. Review of PIP & appraisal process to ensure fair and effective feedback mechanism which will lead to improved performance

- Identified TNIs, Preparing training calendar, designing internal training modules and imparting these modules at all branches as per schedule.
- Coordinating with external trainers for imparting specific training modules for top management.
- Maintaining Training MIS.
- Evaluating training effectiveness and communicating the report to the management.
- Performance Management System.
- Providing practical HR training those employees who are poor in different verticals of HR.
- Providing practical Accounts-cum-MIS training to fresher's and to working professional.
- Providing training on online Tax return filing (Income Tax, GST)

**Outsourcing & Vendor Negotiation:** In today's dynamic business scenario, outsourcing often provides the vital competitive edge by enabling better management of human capital and financial resources. The outsourcing advantage allows customers to focus their time and energies on their core business.

**Report Generation (Management Information System):** Generate various kind of report by using MS Office like make salary sheet, Employee database, Interview summary sheet, Company proposal and Training Presentation.

## ORGANISATIONAL SCAN

Jan'2010-june 2012

Computer Lab (<http://www.computerlab.co.in/>)

Sr. HR Executive

### Recruitment Process:

- **Recruitment:** Fulfilling manpower requirements through effective talent acquisition. Coordination with Business Unit heads for Resourcing needs.
- Handling end to end Recruitment Cycle starting from sourcing appropriate resumes till finally making the offer & ensure joining of a satisfied candidate without compromising on the "Quality of Hire" with stringent BV checks.
- Managing **internal job postings** for various openings across functions.
- Utilization of the resources and manpower in a cost effective way.

- Skilled in setting up new processes (**with strong focus on coming up with innovative employee referral model**) and streamlining the existing ones to better suit the business needs.
- Specialties in ramping up the large numbers (**Volume hiring**) within the given period and budget allocation.
- Managed long term / short term resource planning strategies based on business demands / forecasts
- Conducting Interviews, Salary Negotiations, fitments & closing with releasing Offer letters.
- Take **pre-exit interviews** with the intention to retain the valuable resources & also to record important feedbacks from the relieving employees for the future benefit & growth of the organization.
- **Employee Assimilation:** Responsible for Market & Cross Functional Induction and in order to ensure better assimilation of the new joiners into the organization.
- Managing various **employee related issues** on policies, transfer cases, compensation, separation, Performance Measure etc.
- ☑ **Notable Attainments:**
- ☑ Was top performer in Perfect/Pure Recruitment.

**SOFTWARE SKILLS :** : HTML, CSS, C, C++, C#, ASP.NET, ADO.NET, VB.NET, PHP, AJAX

**Other Certification:** Project done on Recruitment/Selection Process and Performance Management System at Proctor & Gamble Odisha Division.



#### ACADEMIC CREDENTIALS

2008-2010	MBA ( HR & Marketing) from Utkal University, Vanivihar, Bhubaneswar.
2004-2007	B.com (Accounting) From Utkal university. Bhubaneswar
2002-2004	+2 Commerce from S.v.m college, Jagatsinghpur
2002	10 <sup>th</sup> From Tarikund High school, Jagatsinghpur.
<b><u>Technical Qualification</u></b>	

I have completed 1 year **PGDCA**( Post Graduate Diploma in Computer Application) course.

#### Ability/ Appreciations

**Personal Aspect:-** To put all my efforts to achieve the goal of the organization through team work & co-ordination.

#### PERSONAL DOSSIER



Passport-M6701115

**Father's Name** : Dhruba charan prusty  
**Date of Birth** : 08<sup>th</sup> July 1987  
**Gender** : Male  
**Nationality** : Indian  
**Religion** : Hinduism

**DECLARATION** : All the above information made here are true complete correct to the best of my knowledge and belief.

Date :

Chitta Ranjan Prusty

Place :

*Signature*