

Sumanta Dhara



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Education

- MBA (HRM), Chandigarh University, 2024.
- B. Com (Accounts & Taxation), CU, 2008

Core Experience

- HRM
- Employee Relation
- Contract labour Management
- Payroll & Admin

Industry Exposure

- Factory - Food
- Factory - Metal Industry
- Financial Organisation
- Service Organisation

Skill

- Time Office & Payroll.
- Recruitment
- Plant Administration
- Employee Welfare, Statutory Compliance.

Language

- English
- Hindi
- Bengali

Resume Headline: A Mid-level professional with 15+ years of experience in the field of HR, ER, Admin & Accounts, MBA(HRM)& B.Com(Accounts & Taxation)

CORE COMPETENCIES

- ✓ Hands on experience in **HRM, ER, Statutory Compliance** and **Contract Labour Management**.
- ✓ Experience in HR functions like end to end Recruitment, Compensation & Benefits, PMS, Payroll Processing and Training & Development.
- ✓ Skilled in handling large workforce including **Contract Employee** and **On roll Employee**
- ✓ Strong computer skills and familiarity with Microsoft Office products like Word, Excel & PPT.
- ✓ Experience in operate Employee welfare program and Grievance handling.
- ✓ Capability to rollout & drive the entire HR program in line with the business / Ho guidelines.
- ✓ Self-motivated, able to work independently and in team.

CAREER GRAPH



- **Assistant Manager - Dept. HR** at Skipper Limited (<http://www.skipperlimited.com>) from March 2023 till present.
- **Senior Executive - Dept. HR** at Devyani Foods Industries Ltd. (<https://www.dil-rjcorp.com>) from December 2022 to March 2023.
- **Welfare Officer - Dept. HR** at Pepsico India Holdings Pvt. Ltd. (<https://www.Pepsicoindia.co.in>) from January 2020 to November 2022.
- **Executive Personnel - Dept. FCS** at Aparajitha Corporate Services Pvt. Ltd. (<http://www.Aparajitha.com>) (Client site Pepsico, Dhulagarh Plant) from September 2017 to January 2020.
- **Payroll Executive** at Pepsico India Holdings Pvt Ltd. (Under third party roll) from July 2015 to August 2017.
- **Accountant** at Rose Vally Marketing India Ltd, from June 2009 to December 2014.
- **Accountant** at EPIC Agro Products Pvt Ltd, from August 2008 to June 2009.
- **Accountant** at Lucent, from July 2007 to July 2008.

OVERALL JOB RESPONSIBILITIES HANDLED

Statutory Compliance:

- ESIC, PF, P. tax & LWF challan preparation and payment processing.
- Submit returns and Forms (Quarterly/Monthly/Yearly) as per applicable Labour Law.
- Renewal/Amendment of License, Factory Plane.
- Maintaining a checklist to ensure all compliance deadlines.
- Liaising with PF, ESIC and Others departments.
- Maintain all register as per applicable Labour Law.

Recruitment & On-boarding:

- Co-ordinate with hiring department to prepare Job Description.
- Sourcing CV form online platform and through internal link.
- Shortlisting of CV and Scheduling interview with department.
- Salary Negotiation with selected candidate, preparing Salary fitment for approval.
- Issuing Offer Letter to the candidate. Coordinating for Background Verification and Pre-employment health check-up.
- Process onboarding formalities and scheduling departing induction.

Employee Engagement/Relation:

- Periodical health camps, Long Service Awards, Birthday/Anniversary of employee.
- Ceremony celebrations, Safety Day Events, Annual Day Events, Best Performer Award System etc.
- Coordinating for annual Employee Survey. (Like GPTW and Internal survey)
- Sharing of best practices with corporate team through MIS and presentation (ppt).

Contractor Labour management:

- Due diligence review for the appointment of contractor agency. (Approval Mail, Statutory documents, etc.)
- Registrations & licenses covered under Contract Labour (Regulation and Abolition) Act.
- Maintaining the on boarding process of new worker as per SOP.
- Checking of bills submitted by contractors.
- Billing as per agreed rates to ensure there is no under/over recovery verification of payroll sheets submitted by the vendors
- Ensure the correct calculation of salary and timely payment & statutory deductions applicable under the Act.
- Verification and maintenance of challans, returns, records, registers, forms & notices to ensure 100% compliance.
- Verification of Employee State Insurance (ESI), Employee Provident Fund (EPF) & Labour Welfare Fund (LWF) contributions for contract labours.
- Maintaining the required soft copy of the registers / documents of the contract labours for a required period.

- MIS report preparing as per management requirement,
- Monthly contractor meeting.

Administrative Function:

- Supervision & Control of day to day administration, establishing work rules and procedures, maintaining overall discipline in the organization.
- Employee welfare in terms of Transportation, Canteen Administration, Uniform etc.
- Monitoring the Electronic Attendance System, Grievance handling.

Time Office & Payroll Management:

- Monitoring daily Attendance, leave tracking, Overtime, late coming, early going, Shift Change, Continuous absenteeism and irregular duty.
- Ensure timely submission of payroll input such as LOP, Overtime, Loan, Canteen Deduction and Incentive.
- Calculating and verifying employee salaries, benefits, and deductions in accordance with company policies, employment contracts, and legal regulations
- Responding promptly to employee inquiries and concerns regarding their payroll
- Generating payroll reports, such as payroll summaries, tax reports, and labor cost analyses
- Generating payroll reports, such as payroll summaries, tax reports, and labor cost analyses
- Assisting in payroll tax calculations, deductions, and submissions to ensure compliance with local, state, and federal tax regulations
- Collaborating closely with the Finance and others teams to exchange relevant payroll information and resolve payroll-related issues.

PERSONAL DETAILS

Name:	Sumanta Dhara
Father's Name:	Swapan Dhara
Date of Birth:	10th October, 1986
Sex:	Male
Marital Status:	Married
Permanent Address:	Vill- Chengail Aymapara (No 2), PO- Chengail, PS- Uluberia, Dist- Howrah, PIN- 711308
Present Address:	Same as Permanent address
Contact No.:	9007460081 / 8240966190
Email Id:	sumanta.dhara.127@gmail.com Sumanta_127@yahoo.in

ACADEMIC CREDENTIALS

Level	Year	Board/University
Master of Business Administration (HR)	2024	Chandigarh University
B.Com	2008	Calcutta University
H.S (Commerce Stream)	2005	WBCHSE
Madhyamic	2002	WBBSE

COMPUTER KNOWLEDGE

✓ Industrial Accountant; from The Institute of Computer Accountant

Date:

Place: ()