

Curriculum Vitae

Anirban Mitra

Ramkrishna Appartment-II, flat no-303,
42 N. C. Saha Road, Bhadrakali, Uttarpara,
Hooghly-712232
Cell No: 0xxxxxxx
Email Address: xxxxxxxx@yahoo.com

Executive Summary:

Human Resources Sr. Executive with over 5 years of comprehensive human resource experience including recruitment & retention, Statutory & benefit administration. Proven experience collaborating with management to conduct Human Resource strategic planning in order to support & corporate goals. Proven skill in statutory matter. Ability to address and implement strategic plan for talent acquisition & retention planning. Ability to maintain the employee engagement activity.

Expertise in:

- Talent Acquisition
- Statutory Matter handling
- Training & Development
- Employee Relation
- MIS preparation

Currently working with SMC Global Securities Ltd. From Jun, 2009 June to till date.
Designations: Sr.Executive -Human Resources
Job Profile: Handling the Recruitment Process for the unit, Handling joining formalities of new joinees and arranging the new joinee induction process & the existing employees NCFM & NISM Exam process. Taking care of the compliances relating to ESIC, PF, Shops & Establishment, Effectively managing the Swipe Card System, Preparation of Attendance of Taking care of Employee Welfare activities, Ensuring Staff Discipline and initiating disciplinary procedures whenever required, Preparing Training Plans and facilitating training programmes in the unit, Handling the exit formalities of the resigned employees including Full & Final Settlement, Preparation of various MIS Reports as per requirement of Corporate HR Department and other unit level departments. Preparation of Incentives for the marketing employees.

INOX Leisure Ltd. [Oct, 2008 to May, 2009]
Designation: Executive – Human Resources
Job Profile: Handling the Recruitment Process for the unit, Handling joining formalities of new joinees and arranging the induction process, Drafting of offer letters, appointment letters,

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promotion letters, confirmation letters, increment letters, disciplinary letters, etc., Taking care of the compliances relating to ESIC Act, PF Act, Gratuity Act, Shops & Establishment Act, Contract Labour Act, Effectively managing the Swipe Card System, Preparation of Attendance of employees on monthly basis including the outsourced employees, Taking care of Employee Welfare activities, Ensuring Staff Discipline and initiating disciplinary procedures whenever required, Preparing Training Plans and facilitating training programmes in the unit, Handling the exit formalities of the resigned employees including Full & Final Settlement, Preparation of various MIS Reports as per requirement of Corporate HR Department and other unit level departments.

Dishari Health Point Pvt. Ltd. [Oct 2007 – Sep 2008]
Designation: Executive – HR & Admin
Job Profile: Handling the Recruitment Process, Handling joining formalities of new joinees and arranging the induction process, Drafting of offer letters, appointment letters, promotion letters, confirmation letters, increment letters, disciplinary letters, etc., conducting training programmes for the staff members, Taking care of Employee Welfare activities, dealing with the vendors

Education:

MBA [HR & Mktg.] from North Bengal University (2005-2007)
BBA [Hons.] from University of Burdwan (2001-2004)

Project Work:

Indian Oil Corporation
Topic: Revival of IOCL retail outlets through Akraman Retail Outlet Strategy

Personal Affiliation:

Father's Name: Mr. Subhas Chandra Bharati
Date of Birth: 28th November, 1981
Interests: Surfing Net, Reading Magazines, Watching Movies, Playing outdoor games, interacting with people

Place:
Date (ANIRBAN MITRA)

Anirban Mitra

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Mob: + 91 xxxx xxx xxx; **Email:** xxxxxxxx@yahoo.com

SENIOR HUMAN RESOURCES EXECUTIVE

- An exceptionally professional and ethical Human Resource professional, offering over 5 years of experience in the field of Human Resources and Manpower Management
- Skilled at evaluating organizational challenging and implementing positive solutions
- Possessing thorough knowledge of statutory compliance
- Proven track record of successfully liaising with senior management, on strategic planning, and extending support to effectively further company goals
- Skilled at addressing and implementing long term plans for talent acquisition, retention and succession
- Excellent communication skills with a proven track record in handling labor and employment laws, including compliant investigation
- Adept at handling a gamut of HR functions, including Recruitment & Retention, Conflict Resolution, Labor Relations, and Employee Benefits
- Goal oriented; skilled at capitalizing on opportunities and working around obstacles with the aim to accomplish required objectives

Key Skills:

- Salaries & Payroll
- Grievance Handling
- Training & Development
- Recruitment & Staffing
- Induction Programs
- HR Policies and HR Manual
- Attendance and Leave Records
- Performance Management
- Performance Enhancement and Appraisals
- Strategic planning for Talent Acquisition & Retention
- Employee Engagement
- Workforce Management
- Statutory Compliance
- Exit Formalities
- Compensation and Benefits
- Employee Motivation; Training & Development
- Organizational Needs Assessment

Projects Handled
Indian Oil Corporation

Topic:
Revival of IOCL retail outlets through Akraman Retail Outlet Strategy

Key Deliverables across Career Span

- Sourcing job portals and placement services for recruitment purposes
- Assessing manpower requirements and strategizing long term staffing goals
- Scrutinizing resumes and shortlisted candidates for interviews; conducted telephonic interviews
- Assisting candidates in completing all joining formalities
- Conducting induction programs for new employees; preparing appointment, relieving, experience, promotions, confirmation, increment and disciplinary letters for employees as required
- Handling all exit formalities, including Full & Final Settlement; ensuring that all company property was duly returned prior to completing full and final reports
- Conducting and supervising the NCFM & NISM exam process for existing employees
- Attending to all statutory compliances tasks such as ESIC, PF, Shops & Establishment and Contract Labour acts
- Controlling the access control & attendance swipe card machine; monitoring employees attendance and maintaining leave records
- Ensuring that all employees adhere to office rules & policies
- Responsible for handling grievances & resolving conflict between employees and Management
- Issuing memo's and warnings to errant employees
- Preparing MIS Reports as per requirement of Corporate HR Department and other unit level departments
- Tracking target achievers and preparing incentives and merits reports for the marketing team
- Implementing innovative HR programs, and leadership initiatives, including training & Development programs
- Responsible for interfacing between the HR, Senior Management, and operation teams
- Ensuring accuracy in statutory records of existing employees; duly updating and maintaining confidence in handling all records

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Career Progression

Senior Executive- Human Resources SMC Global Securities Ltd	Jun 2009 - Current
Executive – Human Resources INOX Leisure Ltd	Oct 2008 –May 2009
Executive – HR & Admin Dishari Health Point Pvt. Ltd	Oct 2007 – Sep 2008

Professional Qualifications

MBA – Human Resource & Marketing North Bengal University	MMM 2005 – MMM 2007
BBA (Hons) University of Burdwan	MMM 2001 – MMM 2004

Personal Details

Date of Birth	: 28 th November 1981
Gender	: Male
Languages	: English and Hindi
Interest	: Internet Surfing, Reading Magazines, Watching Movies, Playing outdoor games, Socialising

References Can Be Provided On Request

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