

**MAINAK GUPTA**

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**Career Aspiration:** Seeking Excellence In HRM (Human Resource Management) in an organisation of high repute.

**Brief Overview:-**

* **Master of Business Administration (Major-HR & Minor- Marketing)** with **14 yrs** experience in **HR** **and other Admin activites.**
* Gained exposure of handling the entire gamut of HR activities encompassing screening of resumes, scheduling interviews issuing appointment letters, Time office compliances, Training & Development and other Admin activities.
* An effective communicator with good interpersonal skills***.***

**Education Background:-**

* **ICSE & HSE** from Ispat (E.M.)School- Rourkela Orissa, Rourkela Municipal College respectively.
* **Bachelor of Business Administration** from Eastern Institute for Integrated Learning in Management, Vishwabharati University, Kolkata in 2004.
* **Master of Business Administration (Major-HR & Minor- Marketing)** - Full Time from ICFAI, Kolkata in 2007.

**Organizational Experience:-**

Name of the organization : RAMKRISHNA FORGINGS Ltd.

(A QS 9000/ISO 9001:2000, ISO 14001&18001 Organization)

Industry type : Forging, Machining Industry

Location : Jamshedpur(Jharkhand)

Customers : Indian Railways, TATA Motors, BHEL, Ordinance, BEML, Ashok

Leyland, Volvo, Meritor, Dana

Position Held : Asst. Manager HR

Duration : Aug 2010 till date

Current CTC : 5,00,000 Per Annum

Expected CTC : 30% -40%Hike

Working Platform : SAP

Notice Period : 1 month

**Job Responsibilities:**

* **Time Office Compliance:**

Preparing weekly shift schedule of permanent & contractual workers. Daily time office entry for the contractual workers, Maintaining MIS, Verifying daily attendance in SAP System, Completing joining formalities & induction of new joinees.

* **Payroll**

SAP entry of salary components like overtime entry, attendance, leave, canteen & other necessary deductions, etc.

* **Learning & Development & PMS:**

Training need identification, Job competency requirement, Training effectiveness evaluation, preparing monthly & annual training calendar & arranging training programmes and updation of the same in SAP.

Uploading KRA & KPI of all employees identified by respective HOD’S in SAP & then executing appraisal process in SAP.

* **Other admin activities:**

General housekeeping (looking after 5S), Guest relationship & Canteen supervision.

* **Contractor management:**

Contractor bill handling cum SAP entry of the bills, verifying their registers(muster roll, leave register, overtime, register of fines, esic, pf) attendance card, preparing bonus & ensuring manpower deployment in shifts.

* **Recruitment:**

Screening of resumes as per requirement, arranging interviews & follow up till boarding.

* **Legal activities:**

Timely compliance of apprentice exchange registration & returns, employment exchange returns & factory returns

***From Oct’07 –Dec’09 was associated with a construction company as a Jr. Executive-Admin/HR in the construction site***

**Job Responsibilities:**

* Recruitment as per requirement & completion of joining formalities (junior, mid level, supervisors & operators)
* Attendance compliance
* Time Office compliances(Contactor manpower handling)
* Other admin activities

***From Jun’07-Sep’07 with Patni Computer Solutions Technology Ltd. as Trainee-HR***

**Job Responsibilities:**

* Short-listing of Resumes(junior & mid level) from job portals & going for initial screening
* Completion of joining formalities

**Academic Projects:-**

**Training needs assessment of the employees of Govt. / Quasi Govt. vis-a–vis MNC’s, Indian Private - Small & Medium Enterprise Sectors**

* + A “training needs assessment” is the method of determining if a training need exists and what training is required to fill the gap.
  + The project aims in understanding issues of organizational learning & strategic human resource management from viewpoint of Government, Indian Private and Small & Medium Enterprise Sectors.
  + The project comprises an evaluation of existing training products / methods and proposed strategies to increase access to these products.

**Training & Development in Indian Railways**

* + The project aims in identifying problems in imparting training at development at different levels of employees/staffs and suggesting correction and remedies to overcome certain behavioural deficiencies.
  + The problem encountered in imparting training to the group/ D employees have been precisely studied.

**Highlights:**

**Major Assignments Handled:** Different College Projects (HR based) & College Functions.

**Certification:-**

* Certified First Aider from St. John Ambulance

**Strengths:**

* Communication and Interpersonal skills
* Adaptable to change
* Flexible

**IT Skills:-**

Software/ Languages : C, C++, VB

Operating Systems : Windows 98 / NT / 2000 / XP, MS- Office

**Personal Profile:-**

Date of Birth : 14th January 1981

Permanent & Correspondence Address : A-5/9,ADITYA HOMES, 7thRoad Extn. Sonari, Jamshedpur-831011

Languages Known : English, Hindi, Bengali & Oriya.

**References:-**

1. Mr. Biswarup Chakraborty : 09831956559
2. Mr. Biman Banerjee : 09830249393

3). Mr. Vivek Choudhary : 08888720928

**Organogram:**















I hereby declare that the above contents furnished are to the best of my knowledge.

Date: 03.07.23 Mainak Gupta

Place: Jamshedpur Signature