

Dilip Das, HR Manager with 15+ years of experience

Premier Plant Service & Engineers Pvt. Ltd.

Superior Chemical Industries Compound, Co-operative Industrial Estate, Mul Road,
CHANDRAPUR - 442401 (Maharashtra) INDIA, Mobile+91-9706416415, 7038244978

E-mail Id: dilipdas.ghy@gmail.com, Skype ID: dilipdas.ghy,

Whatsapp: +91-9706416415



Human Resources Manager

- ◆ **Career Objective:** To ensure that the company is provided with the human resources needed to efficiently conduct its business and that the employees receive an adequate and competitive compensation package in return for the work performed in accordance with company policy.

Industry Experience: Oil & Gas Construction, Construction & Logistic Industry

Professional Qualification: MBA –Personnel Management, MSc-Bioinformatics

PROFESSIONAL EXPERIENCE

1. **HR Manager at Premier Plant Service & Engineers Pvt. Ltd (Oil & Gas, Power)– Chandrapur- Maharashtra, India (12th October 2014 to Present) reporting to GM-HR & Admin**
2. **Period:** From 8th September-2013 to 8th September-2014. **Designation:** Sr.HR Officer (Generalist), Reporting to Sr. HR & Admin Manager/ Regional Chief **Company Name:** M/s Shapoorji Pallonji Qatar W.L.L. (Energy, Infrastructure, Construction).
3. **Period:** From 5th December-2010 to 31st August-2013. **Designation:** HR Coordinator-Site, Reporting to HR Unit Head, **Company Name:** M/s Kharafi National Co. W.L.L, (Oil & Gas Const) **GASCO IGD Habshan-5 Process Plant, Abu-Dhabi.**
4. **Period:** From 18th March-2008 to 25th November-2010. **Designation:** Asst. HR Officer, Reporting to Personnel Manager, **Company Name:** M/s Gulf Contracting Co. W.L.L (Civil Const.), Qatar-Doha.
5. **Period:** From 3rd March-2007 to 28th February-2008. **Designation:** HR Executive, Reporting to Sr.HR Executive/ General Manager. **Company Name:** M/s Union Roadways LTD (Logistics), Secunderabad-India.
6. **Period:** From 1st Nov-2002 to 28th February-2007. **Designation:** HR Supervisor, Reporting to HR Manager, **Company Name:** M/s ABC India Ltd. (Logistics'), Kolkata, India.

Responsibilities

Strategic Contribution

- Participate in providing education, advice and counsel to the management on initiatives which help to achieve key business goals. Drive site level implementation of these initiatives and policies as necessary.
- Participate in providing direct and indirect insight to business and department leadership about HR-related issues.

Talent Acquisition

- Responsible for Sourcing, screening, short listing and assisting in recruiting professionals - Fresher to Managerial level.
- Regularly interacted with the Group Head, Project Managers to understand and identify the talent requirement based on business requirement.
- Posting ad and mass mailing on Job portals against skills requirement and location.
- Maintaining regular contacts with vendors, flashing the Requirement received from reporting manager to the Vendors.
- Updating and maintaining weekly, Monthly MIS report in excel sheet that goes to Top management in HR.
- Conduction HR interview, sending Email offers.
- Touch-Points: Keeping in touch with the candidate till (s)he joins on board.
- Reference Check; Background and employment verification
- Assess the attitude and cultural fit of the candidate with the organization.
- Taking the Head Count of the Organization.
- Maintaining the Employee records based on the date of Joining
- Undertaking salary negotiations

Manpower Planning and Recruitment:

- To ensure manpower planning exercise is in line with the business goals of the company
- Responsible for developing a cost effective manpower planning chart ensuring optimization of resources for all functions.
- To conceptualize, create and ensure implementation of recruitment strategy, to launch new initiatives to help in easy and cost effective sourcing; to analyze competitors & their activities.
- To manage manpower cost vis a vis profitability of the company, ensure most competitive resources are attracted in the budgeted cost

Succession Planning Management:

- To design and develop succession planning for a seamless transition of the companys leadership from generation to generation
- To proactively ensure development of second line leaders and empowerment, transparency in operations.
- Employee Retention and Attrition Management
- To design proactive retention strategies, ensure attrition for top talent is at the minimum.
- To review retention policies timely and ensure implementation at all locations.
- To guide and manage the overall attrition and ensure strategies for retention are implemented in all functions and locations.
- To develop best practices approach for minimizing employee turnover at all locations.

Change Management:

- To strategize, direct and ensure timely and correct implementation of new policies and procedures which are in line with the business goals Ongoing
- Provide leadership, strategic direction and establish guidance for the administration of HR, benefits, and payroll
- Define HR business system-dependent schedules procedures Payroll, HR, Benefits, including holiday schedules etc
- Develop open and transparent communication channels in the organization and ensure translation of policies and procedures to the last level

People Management:

- Responsible for proactive communication with senior management on the performance of personnel and development of a reward structure.
- Responsible for obtaining Senior Management Team approval and funding for proposed strategies and plans and welfare projects.
- To create an empowered and enjoyable workplace, and performance based culture , stay abreast with the latest in human resources globally and implementing the best people management practices
- Responsible for critical interfacing internally with all departments and functions.

Employee Relations and Cultural Stewardship

- Play a key role in designing and delivering creative HR solutions that assist business and department leadership in sustaining a positive working environment that fosters employee engagement
- Demonstrate strong internal communication by providing insight and counseling around employee/management communications and issues;
- Understand the internal needs of the organization and maintain sensitivity to cultural and geographic diversities; Align internal communications with business goals; Measure progress through use of surveys and feedback mechanisms.
- Collaborate and Coordinate employee engagement surveys. Analyze and present results to management and employees. Devise and lead initiatives to address local issues.
- Deliver change programs ; support others to seek opportunities for difference and innovative approaches when addressing problems and opportunities;
- Provide managers and employees with expert advice on all matters relating to the company's policies and procedures and employment relationship. Ensure managers are aware of policy and best practice.

Performance Management

- Manage grievance and discipline issues with minimal disruption to the business and reputation. Seek advice from senior local HR leadership (as well as GM- HR & ADMIN) when reaching out to the internal and external legal counsel.
- Equip line management with the necessary knowledge and skills to effectively manage employee performance and to communicate the highest standards for managers and employees.

Rewards and Remuneration

- Promote effective and timely recognition and rewards for exceptional employee performance and behavior.
- Facilitate compensation processes for employees, analyzing recommendations, reviewing market survey data and advising on appropriate packages required to attract and retain employees.
- To design and develop employee friendly, fair and equitable compensation policies.
- Overview compensation and benefits function, including developing and implementing appropriate compensation and reward strategies, conducting external benchmarking exercises, recommending relevant changes to the compensation policies and practices, and administration of compensation benefits.
- Constantly evaluate the effectiveness of overall compensation as also various incentive, R&R and retention plans and modify wherever necessary

Organization Structure and Staffing

- Partner with Talent Acquisition to acquire diverse and high performing talent.
- Support line managers in conjunction with the senior HR leadership to develop and maintain an effective organization structure. Provide professional advice, and process improvements.
- Site HR lead for workforce forecasting, planning and analyses, succession planning, and career development planning across the Company. Conduct job analyses, role description preparation and job evaluations, and provide advice on organization structure.

Training and Staff Development

- Promote superior leadership and management skills.
- Facilitate the analysis of training needs to foster a culture of continuous learning and performance improvement.
- Facilitate implementation of training & development programs and strategies, utilizing global internal resources and external resources as appropriate, to support improved business performance (e.g. sourcing suppliers etc)

Industrial Relation

- Resolving any manpower related issues or manpower related disputes and initiating proactive measures to ensure that similar issues do not recur in the future.
- Formulation of industrial relation strategy for the Circle / Region and implementation of the same through the various vendors engaged at the sites in close conjunction with the O&M Team.
- Represent the Company in any negotiation with the Unions or political parties Providing support to the vendors in drawing their line of action in industrial relation / employee relation matters
- To develop processes which ensure compliance at all legislative and local governing agencies
- To ensure all legal proceedings are completed for court cases related to employee grievances timely.
- Respond to and resolve difficult and sensitive employee inquiries and complaints.
- Plan, direct, coordinate, through subordinate level managers, the department's work plan; assign projects and responsibilities; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Design and develop training and development function, ensure training strategy is being implemented by training manager effectively.
- Oversee and participate in the development and administration of the department annual budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Ensure that all functions within Human Resources function is delivering service at excellent customer service levels

Statutory controls and measures and ensure compliance

- Ensuring compliance of all applicable and relevant labor legislations with respect to the manpower engaged by the vendors at the sites.
- Develop the knowledge base regarding statutory matters and compliance of the same amongst the vendors and service partners.
- Conducting statutory quarterly statutory audit, gap analysis and initiating necessary actions for rectification of the same
- Represent the Company in all conciliatory proceedings
- Keeping track of any labor related statutory amendments / notifications and ensuring implementation of the same across the Circle (s) / Region

- Ensure timely and accurate wage and salary administration with regard to all the indirect employees (contract labor, associates, out-sourced manpower, etc.) in the Circle / Region
- Monitoring all disciplinary issues and providing support guidance and sharing of knowledge regarding conducting disciplinary proceedings for all indirect employees under the Circle / Region
- Complete accountability for all disciplinary matter pertaining to direct employees under the Circle / Region
- Sharing of relevant statutory knowledge amongst all relevant stake holders
- Seeking legal opinion on matters of ambiguity especially involving huge financial implication OR compliance issues

Effectively engage with external environment

- Maintaining liaison with the statutory authorities, local and State Administration and political parties
- Ensuring administrative support in case of disruption in operations
- Work across multiple clients simultaneously to consult on change, communications and adoption strategies and planning in support of complex Technology and Services projects;
- Effectively support senior team members in the large enterprise portfolio and/or independently lead middle enterprise clients in the organization and delivery of in-scope activities.
- Partner with the client change and/or communications lead to :
 - i) Complete all in-scope change and communications deliverables, according to the Change Solutions Group methodology and toolkit and tailor as appropriate to the client situation, context, and culture.
 - ii) Ensure the client team understands and implements leading practice change management approaches to SaaS/outsourced services and implementations.
- Be accountable for all scope, budget and resource planning to meet desired objectives. Proactively manage individual project allocations and budgets.
- Identify and successfully pursue additional change and communications revenue opportunities on existing client engagements;

Welfare Management

- In coordination with the Welfare officers, responsible for identifying and assessing the Company's employee welfare needs.
- Directing the welfare activities for employees and recommending to Management ways to improve employee's welfare.
- Responsible for the preparation of the WORKERS WELFARE STANDARDS (WWS) self-assessment and rectification Plan, as per project standards, and producing written and verbal reports as per Company procedures.
- Undertaking audits with the Ministry of Labour, the Employer, the Engineer or an independent Auditor as required, and providing all necessary assistance at all times.
- Arranging physical examinations, first aid and other medical attention when ever required.
- Inspecting employees housing and general living conditions and recommending improvements if necessary.
- Assisting employees in the solution of personal problems, and counselling them on personality frictions or emotional maladjustments.
- Organizing events and outings in order to improve relations between employees.
- Ensuring that welfare facilities such as toilets, washrooms, rest and mess areas and that drinking water are of the highest standards.

Relationship Management

- Be proactive at giving feedback and sharing information that will deliver business improvements.
- Work collaboratively across the business, demonstrating professional, open and honest communication.
- Maintain a 'one team' approach encouraging others to collaborate and focus on shared objectives, including cross teams and internationally.

Health and Safety Management

- Ensure health and safety is at the forefront of HR Initiatives and identified risks are managed effectively.
- Champion a health, safety, wellness and risk awareness culture across the business.
- Ensure that compliance reporting requirements for Health and safety systems relating to HR are completed accurately, on time and stored/auctioned appropriately.
- Be involved in incident investigations as required.

Health, Safety and Wellness

- Act as a role model in leading the health, safety and wellness processes and culture.
- Actively promote, participate and operate in line with all requirements and aspects of, Health, Safety and wellness.
- Ensure your own wellness, health and safety within the workplaces, as well as that of colleagues.

Pay roll Processing & Leave Management:

- Compilation of monthly attendance received of other locations / Savior and prepare payroll inputs (LOP) by 2nd of the every month. Oversee payroll inputs are prepared and reconciled with pay register received from payroll by 5th of the every month and confirm payroll.
- Maintaining the leave records of the employees.
- Managing the leave and attendance.
- Worked on framing a new leave policy for the organization based on benchmarking the best practices in the industry.

Employee Separations:

- Process owner for employee exits.
- Facilitating the complete transition and handover of work knowledge, roles & responsibilities, managing the knowledge repository like knowledge assets, CDs.

Administration:

- Revised HR policies & Employee Handbook .
- Preparation of Offer Letter, Appointment Letters, Transfer Letters, Salary Revision Letters, Promotion Letters and Certificates etc
- Tracking attendance & leave management
- Safety and Receptions Programs, arranging small party for employee birthday, arranging for picnics, get together, and extra curriculum activities.
- Looking after Franchisee support matters. Travel management, Housekeeping, Security Management.

EDUCATION

M.B.A-Personnel Management	2009-2013	Madurai Kamraj University
Msc- Bioinformatics	2003-2005	AAI-DU
Bsc – Physics	1997-2000	Guwahati University

PERSONAL DETAILS

Father's Name : Narayan Chandra Das

Permanent Address : Shreebhum Nagar, Guwahati, Assam, India, Pin-781034

Passport No. : P6017274 & Guwahati, India
Date of Issue : 24/05/2017 & Expire on 23/05/2027
Gender : Male
DOB : 15-Aug 1977
Marital Status : Single
Languages Known : English, Hindi and Bengali.
Mobile Phone # : 9957500132(India)