

DILIP DAS, HR Manager with 17+ years of experience in O& G Const.
Multiurban Infra Services Pvt. Ltd, Nagpur, Maharashtra, India
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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, Water Management Services & Transport Industry
Professional Qualification: MBA –Personnel Management

KEY SKILLS & COMPETENCIES:

Recruitment & Resourcing	Performance Management	IR	Supervision of Payroll
Retention & Separation	& Labour Laws		Rewards & Recognition
Employee Engagement	Organizational Development		HR Policies & Procedures
On Boarding Formalities	General Administration		Reports
HRMIS	Employee Relations		Payroll Management
Compensation & Benefits	HR Administration		Employee Welfare
Training & Development	Strategic HR Planning		Leave Management
	Exit Process		Dispute Handling

PROFESSIONAL EXPERIENCE

1. **Period:** From March 2019 to Present. Designation: **Manager-HR Reporting** to Director
Company Name: M/s Multiurban Infra Services Pvt. Ltd(Water Engineering Company),
Nagpur –Maharashtra, India
2. **Period:** From 12th October-2014 to 04th Dec 2018. Designation: **HR Manager, Company**
Name: M/s Robtstone ME. LLC.(Oil & Gas Const.) **Staff Strength=3, 450**

JOB RESPONSIBILITIES:

- Development of human resource policies & practice
- Development and administration of performance management program
- Develop and implement HR strategy, which enables to meet its business objectives.
- Maintain cordial industrial relations through initiating settlement proceedings
- Adhere to various labour legislation / statutes, salary and wage Administration
- Effective administration of training sessions in association with the external/internal trainers and consultants.
- Develop and implement recruitment policies and procedures, which ensure that we attract and recruit staff with the right skills at the right time. Recruitment through Advt. /Placements. Arrangement of Preliminary & Final interviews.
- Conducts wage surveys within labor market to determine competitive wage rate.

- Change management facilitation
- Develop SOP for all level.
- Oversee performance evaluation procedures. Assists in conducting annual performance evaluation review and ensures retrieval of all documented performance reviews on time. Consolidates and summarizes the company-wide performance review results.
- KRA for each level
- Build and maintain a well relationship with all Departments of the Company and offer innovative ideas and helps as and when necessary.
- Timely attention of the welfare of the employees.
- Implement and conduct training programs for all new and current employees.
- Taking care of all recruiting needs - this includes developing and updating job descriptions/requirements, preparing job posts, shortlisting, interviewing and selecting candidates.
- Designing various JD'S of the employees
- **Organize** manpower and HR plans for both short and long-term scenarios, and held accountability for authorizing leaves of absence, vacations, salary adjustments, and benefits and compensation.
- **Organize** induction orientation programs & initial settling-in process of new recruits.
- **Conduct** HRIS analysis for attrition, leadership development & succession planning
- **Implement** disciplinary procedures as requested by line management, including the issue of warning letters and contract termination notices.
- **Detect, investigate and resolve complaints**, disputes and grievances of all staff members and report them to the Division Head.
- **Ensure** follow up on issues emerging from employee satisfaction surveys, town hall meetings, visit reports, exit interviews, and others for capturing employee inputs. Gather information on workers' feelings about factors that affect worker morale, motivation and efficiency.
- **Liaison** with employees and their families in event of mishaps, accidents or fatalities to ensure availability of appropriate and timely support.
- **Worked for Temporary facilities management**
- **Knowledge of PF, ESIC, & PT**
- Preparing different Reward systems to boosts and encourages employees

My Contributions / Achievements

- Implementation of KRA's/KPI's.
- Implement SOP
- Performance Management Process System for all employees for Annual Increment, Promotion and Career Progression.
- Employees Satisfaction survey
- Bring new blood in the organization and attract the best available talents.
- Facilitator of ERP implementation

Period: From 5th December-2010 to 31st August-2013.**Designation:** Coordinator-Site,
Company Name: M/s Kharafi National Co. W.L.L, (Oil & Gas Const) GASCO IGD
Habshan-5 Process Plant, Abu-Dhabi. Staff Strength=16,000

JOB RESPONSIBILITIES:

- Coordination with Consultants for Manpower recruitment, giving them job description for new recruitment and to ensure from them to fulfill the requirement in particular time period.
- Responsible for entire gamut of recruitment activities for the organization using various tools like add posting in news paper, job posting on job portal, Employee Referrals etc.
- Assisting management in salary fixation of selected candidate.
- Preliminary round and coordination with the technical person or Head of the Department for Technical Interview.
- Sourcing candidates through portals.
- Discussing the salaries issue with seniors and finally giving the offer to the candidates
- Generating various MIS Reports.
- Conducting Joining and Exit formalities (Exit-interviews,)
- Issuing of experience / Relieving letters.
- Taking other HR initiatives i.e. maintaining Birthday List and Tenure List.
- Maintaining formats for issuing any kind of records.
- Handling all exit formalities including Exit Interviews
- Supervise Temporary facilities
- General Administration
- Undertaking joining formalities of new joiners.
- Issuing offer letter, appointment letters and providing induction to the new employees.
- Providing company's basic background information and reporting hierarchy to new Joiners.
- Documentation of all new appointments.
- Complete MIS of employees, MIS of resume receive through Job Posting, from consultants, referrals etc.
- Keep record of every employees personal file including qualification certificates, relieving letter of previous employer, a copy of appointment letter, application blank etc.
- Maintain daily interview status, recruitment report, joining report, and manpower list and organ gram of the Group.
- Arranging the Birthday party or any event into the office.
- Issuance of notice/circular into the office.
- Take care of House-keeping activities into the office.
- Work as a mediator between different departments for smooth functioning.
- Maintain Relation with the employees.
- Handling employee's queries and grievances.
- Coordinating with management regarding employee issues.
- Preparing different Reward systems to boosts and encourages employees

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.** Staff Strength=10,000

JOB RESPONSIBILITIES

- Handling Recruitment & Selection
- Designing the HR Policies & implementing the same.
- Coordination with management & departments
- Employee welfare & Relation
- Performance Appraisals
- Handling Employee Grievances
- Induction & training to new joiners
- Conducting of exit formalities.
- Designing various JD'S of the employees
- Supervise Camp, Catering, Canteen
- Responsible for Statutory & Non Statutory Facilities
- Handling Petty cash, Distribution of Fuel card
- Time Office Management
- Supervision of site
- Supervise camp, catering, canteen
- Transportation for staff to pickup and drop facilities from office & camp
- Monitoring Camp facilities, clinic facilities
- Statutory & Non Statutory facilities

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. Staff Strength=8,000

JOB RESPONSIBILITIES

- Recruitment/ Sourcing
- Salary Administration
- Office Management Skills
- Mentoring & motivating teams for improving their efficiency, achieving pre-defined targets within time frame
- Time Management for attendance
- Performance Management
- General Administration
- PF,ESI Professional Tax, Medical Reimbursement

Period: From 1st November-2004 to 28th February-2007. **Designation:** HR Supervisor, Reporting to HR Manager, **Company Name:** M/s ABC India Ltd. (Logistics'), Kolkata, India, Staff Strength=5,000

JOB RESPONSIBILITIES

- Recruitment and Selection
- Coordinating the manpower planning, recruitment, selection and performance management for all employees in the organization.
- Management of the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Analyzing the manpower requirement of the various departments & branches of the organization.
- Sourcing of the candidates and conducting 1st round of interview in the terms of qualification, skill sets, credentials, experience etc. which are required for the hit ratio through Job Posting, Liaising with the placement

- agencies, Existing databank, Job Portals, Referrals.
- Receive, review, evaluate applications for work history, education and training, salary desired, and other skills and abilities to determine qualification for employment.
- Maintain resume-tracking system. Schedule appointments and interviews.
- Issuing Offer Letters and Appointment Letters.
- Joining formalities and Induction of New Joinees
- Office Management Skills
- Mentoring & motivating teams for improving their efficiency, achieving pre-defined targets within time frame,
- Time Management for attendance
- Performance Management
- General Administration
- PF,ESI, Professional Tax, Medical Reimbursement

COURSE	INSTITUTION	BOARD / UNIVERSITY	YEAR OF COMPLETION	GRADE/ PERCENT AGE
MBA(Personnel Management)	Madurai Kamraj University	Madurai Kamraj University, Madurai	2013	57.75%
Bsc(Physics)	Pragjyotish College, Guwahati	Guwahati University, Guwahati	2000	54.6%

PERSONAL DETAILS

Father's Name	- Narayan Chandra Das
Permanent Address	-Shreebhum Nagar, Guwahati, Assam, India, Pin-781034
Passport No. & Place of Issue	- P6017274 & Guwahati, India
Date Of Issue & Expire	- 24/05/2017 & Expire on 23/05/2027
Date of Birth & Age	- 15/08/1977
Marital Status	- Married
Nationality	- Indian
Languages Known	- English, Hindi, Bengali, Assamese