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| ANUP KUMAR SAHOO  HUMAN RESOURCE & INDUSTRIAL RELATION     |  | | --- | | **Contact** |     Address  BHUBANESWAR, ODISHA, 751006  Phone  977 877 8025  E-mail  sahu.anup2@gmail.com     |  | | --- | | **Skills** |     Recruiting and interviewing  Employee performance evaluations  Staff supervision  Cost Control  Budgeting  Payroll coordination  Benefits and compensation management  Training programs  Labor relations     |  | | --- | | **Software** |     Office Assistant Course, Desk Top Publishing Course, Data Entry Operator Course in M.S.M.E ,PGDCA Course     |  | | --- | | **Languages** |     Odia, Hindi, English, Bengali | Human Resource Management (HRM) is the term used to describe formal systems devised for the management of people within an organization. Currently working in **Tata projects ltd** as responsibilities of a **Assistant manager (Human Resource)** fall into three major areas: staffing, employee compensation and benefits, and defining/designing work. Essentially, the purpose of HRM is to maximize the productivity of an organization by optimizing the effectiveness of its employees.  Dedicated Human Resources professional bringing **7 years** of expertise in benefits administration, recruitment and staff development. Talented in bridging gaps between labour forces and management to achieve objectives. Driven and decisive with passion for building and retaining highly effective teams.  I am highly interested to work in such a job profile, so that I can utilize my skills & gain practical knowledge.     |  | | --- | | **Work History** |      |  |  |  |  | | --- | --- | --- | --- | |  | 2019-07 - Current |  | **Assistant Manager, HR & IR**  *TATA PROJECTS LTD, TSK-JAJPUR,TSBSL-DHENKANAL,RSP-ROURKELA, ODISHA*   * Pulled internal reports as requested (salaries, bonuses, hours worked, and calculations in overtime). * Assisted with auditing and responding to company accountants. * Monitored and tracked all employees' leave time. * Reconciled all payroll liabilities to general ledger and prepared monthly payroll accrual entries. * Assisted HR audit with both internal and external audits relating to processing of payroll. * Maintained employee and contract files to keep company in compliance with current laws and coordinate office activities and vendor relations. * Scanned and maintained confidential employee information and records, terminations. * Achieved favourable company outcomes with labour union / local body negotiations by using successful collective bargaining strategies. * Automated office operations while managing client correspondence, record tracking and data communications. * Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates. * Providing safety, health and welfare to our employee. * Processing of EPF, LWF & ESI of workmen & submission and follow up. * Arrange & Maintenance of staff mess & labour colony and preparation & distribution staff & labour gate pass. * Arrangement of staff vehicle (Regular & Temporary employee). * Submit to labour dept. for Annual return of all labour laws. * Maintain the bio-metric attendance of all (Regular & Temporary Staff). * Processing of license for Contractor labour, ISMW & BOCW Acts. * Preparation of HR clearance paper & monthly clearance paper submit to principal employer. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2018-09 - 2019-06 |  | **Assistant Manager of Human Resources**  *B S MINING CORPORATION PVT LTD, JODA, ODISHA*   * Developed succession plans and promotion paths for all staff. * Preparation of monthly budgets of vender bills & site expenses. * Maintain for Contract labour Act & Rules, Mines Act & Rules. * Preparation of cess and benefits, safety, welfare, wellness & health. * Preparing Joining formalities & Existing formalities of Regular staff & workmen. * Maintain EPF & Group insurance. * Preparing wage administration & Monthly Pay sheet of Regular Supply workmen. * Preparation of staff (Regular & Temporary Staff), security attendance, & vehicle bills. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2016-11 - 2018-03 |  | **Time Office Assistant**  *Larsen & Toubro Ltd, ANGUL, ODISHA*   * Accurately calculated bonuses, salary increases and overtime. * Verified timekeeping records and handled any discrepancies with employees. * Maintained employee privacy and protected payroll operations by keeping all information confidential. * Executed record filing system to improve document organization and management. * Maintained work structure by updating job requirements and job descriptions for all positions. * Maintenance of record & register under various labour laws to constructions industry applicable to site. * Spot checking gate pass with daily manpower report & handle grievances. * Arrange & Maintenance of staff mess & labour colony and movement of vehicle for employee at site area. * Bio-metric attendance of all (Regular & Temporary Staff) daily basic send to HO. * Worked as effective team member while contributing to local and regional HR projects. * Monitored and handled all employee claims, including performance-based and harassment incidents. * Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2014-03 - 2016-06 |  | **Welfare Administrator**  *Odisha Building & Other Construction Worker’s Welfare Board, Bhubaneswar.*  *O/o The Assistant Labour Commissioner, BALASORE, ODISHA.*   * Delivered top-notch administrative support to office staff, promoting excellence in office operations. * Contributed to smooth business operations by planning and organizing meetings and conferences, including conference calls in Trade union & Publish/ local body for handle grievances. * Maintenance of record & register under various labour laws. * All file and records maintainable in Construction worker of (Odisha Building and other construction workers welfare board). * Processing of license for Contractor labour, ISMW & BOCW Acts. * Preparation of cess and benefits, safety, welfare, wellness & health. * Provide & distribution of Govt scheme for beneficiary. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2012-11 - 2014-03 |  | **Time Office Assistant**  *Larsen & Toubro Ltd, Jajpur, Odisha*   * Coordinated work activities of subordinates and staff relating to employment, compensation, labour relations and employee relations. * Recruited and screened qualified potential employees. * Administered compensation, benefits and performance management systems and safety and recreation programs. * Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping. * Maintained excellent attendance record, consistently arriving to work on time. * Preparation of monthly budgets of vender bills & site expenses. * Preparation & distribution staff & labour gate pass. * Arrange & Maintenance of staff mess & labour colony and movement in vehicle at site area. * Preparation of monthly wage sheet (Regular & Temporary employee, security attendance). |  |  | | --- | | **Education** |      |  |  |  |  | | --- | --- | --- | --- | |  | 2010-07 - 2012-08 |  | **PG.IN INDUSTRIAL RELATION & PERSONNAL MANAGEMENT: INDUSTRIAL RELATION & PERSONNAL MANAGEMENT**  *SAMBALPUR UNIVERSITY -* SAMBALPUR,ODISHA |  |  |  |  |  | | --- | --- | --- | --- | |  | 2013-06 - 2016-07 |  | **LLB: LAW**  *UTKAL UNIVERSITY -* ODISHA |  |  |  |  |  | | --- | --- | --- | --- | |  | 2007-07 - 2010-06 |  | **B.Com.: Accounting And Business Management**  *MAHARSHI COLLEGE OF NATURAL LAW -* BHUBANESWAR, ODISHA |  |  |  |  |  | | --- | --- | --- | --- | |  | 2005-06 - 2007-05 |  | **+2 Com: Accounting And Finance**  *MAHARSHI COLLEGE OF NATURAL LAW -* BHUBANESWAR, ODISHA |  |  |  |  |  | | --- | --- | --- | --- | |  | 2004-06 - 2005-05 |  | **10TH**  *JAJPUR ZILLA SCHOOL -* JAJPUR, ODISHA |      |  | | --- | | **Additional Information** |     PROIECT TITLE: “MIGRANT LABOUR & CONSTRUCTION WORKER” offered by VEDANTA ALUMINIUM LTD., JHARSUGUDA, ODISHA.     |  | | --- | | **Certifications** |      |  |  |  |  | | --- | --- | --- | --- | |  | 2012-08 |  | Junior HR Associate Course in Ministry of Labour & Employment Dept. Govt. Of. India. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2019-12 |  | Tata Steel Ltd Capability Skill Assignment Test for HR. |      |  | | --- | | **Team Player & Motivation** |      * Proactive and deeply committed towards work, self-confident and possibility thinker. * Quick learner, excellent analytical skill, able to grasp new ideas, concepts and methods. * Remarkable patience and skilful in handling the cases. * Team Player: Works positively together with everyone to get the job done the best way possible. * Motivation : Goals, Attitude, Success, Performance, Supportive peers, Idea, Rewards, Encouragement, Opportunity, Challenge, Appreciation, Determination, Friendly Environment, Power, Development, Incentive, Promotion, Responsibility, Education, Skills. |

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