CURRICULAM VITAE



DIPAK KUMAR RAY

**H/NO-11/276,**

**DDA FLATS, MADANGIR,**

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**CAREER OBJECITVE**

To be associated with Progressive organization that gives me scope to update my knowledge and skills in accordance with latest trends, to be a part of team, dynamically work towards growth of organization, and gain satisfaction thereof.

##### EDUCATIONAL QUALIFICATION

##### ACADEMIC

 Passed **Bachelor in Science** with **Chemistry Honours** from Stewart Science College, Cuttack Under Utkal University, Bhubaneshwar, Orissa, in1992.

##### PROFESSIONAL

* Passed Bachelor In Law (**L.L.B**.) From The Law College, Cuttack under Utkal University, Orissa. In 1996.

 Passed Master In Human Resource Management (**M.H.R.M**.) From P.G. Dept. of P.M. & I.R., Utkal University, Bhubaneshwar, Orissa, in 2002.

##### OTHERS

 Passed **Diploma in Computer** Application from Ministry Of HRD, Dept. of Education, Govt. of India in 1996.

 Completed **C.R.M**. Programme from RegionalCollege of Management in BBSR.

* Attended various programmes on Human Resource Management organized by UtkalUniversity, Bhubaneshwar, Orissa..
* Completed training programme on Testing and Analysis of Lac in ILRI, Ranchi under ICAR, Newdelhi.

###### PROJECT WORKDONE

 Study on student database maintenance of D.A.V. Public School, Cuttack, Orissa.

* Study on Welfare Practices in Orissa Mining Corporation Ltd, Bhubaneswar, Orissa.

**WORK EXPERIENCE**; -

Presently working in **METRO & METRO, New Delhi** (It’s one of the leading manufacturing & design of leather shoes and allied product in **Agra)**. The unit has been awarded export house certification from Govt. of India in the year 1996 and also **ISO9000:2008**, **SA 8000:2014 & BSCI** certified company having manpower strength of around 1500. The unit is 100% export oriented.) as **HR Manager** since Apr**, 2017.** I am looking both the location like New Delhi office & factory in Agra.

**JOB PROFILE:-**

* Handling all label recruitment and selection.
* Payroll Processing.
* Handling Employees Relation.
* Framing & Implementing the SOP of HR.
* Doing Manpower Planning.
* Conducting Performance Appraisals.
* Conducting Induction / Orientation training for the Staffs.
* Handling statutory compliance under factory act & liasioning all the local govt. bodies.
* Internal Auditing & coordinate with third party for various certification audit.
* Preparing monthly HR MIS.
* Handling IR Issues.
* Handling GPA / GMC Policy.
* Preparing FNF and handling Exit Interview formalities.
* Inter & Intra Dep’t. Coordination.
* To develop Organizational Culture.
* Employee’s engagement activities for the staffs.

**PREVIOUS JOB ASSIGNMENT**:-

**⊗** Worked with TFS Pvt. Ltd under **K Hospitality** as **HR Manager** from **Apr, 2014** to **July, 2016**.

**TFS** is the collaboration of **Blue Foods & Thacker group** is a newly launched food & beverage company to target consumers at Indian & International airports. **TFS** is also **joint venture of GMR group & associated with Delhi International Airports Pvt. Ltd.**

**⊗** Worked with **Hotel Marina (Five Star Property)**, Agra as **HR Manager** from **May2012**to **Apr, 2014**.

Hotel Marina (**Formerly Holiday Inn Agra**) has **145** rooms inventory with huge banqueting facility.

**⊗**Worked with **Comfort Inn, Faridabad** (**Part of Choice hotels International Ltd**) as **HR Manager** from **June 2011** to **March 2012** (**Preopening Team**).

**⊗**Worked with **Country Inn & Suites by Carlson**, **New Delhi** as **Asst.Manager HR** from **December 2010** to **June 2011**.**(Preopening Team**).

**COMPANY PROFILE**; - **Carlson Hotel** (Carlson providing a caring, consistent & comfortable hospitality) is a leading global hotel company with more than 1080 locations in 78 countries. Its brands include Radisson BLU, Country Inns & Suites by Carlson, Park Inn by Radisson & Park Plaza.

**JOB PROFILE:-**

**HR Generalist** Profile including Recruitment, Selection, Statutory Compliance, Wages & Salary administration, Employees welfare, PMS, HR Policy & Other HR related works in day-to-day life.

**⊗W**orked with **Ambience Hospitality Management Pvt. Ltd. (Unit of ANSAL GROUP OF COMPANIES)** as **Assistant ManagerHR** From **FEB 2008** to **December 2010**.

**The PalmsTown& Country Club** (Unit of Ambience Hospitality Mgt. Pvt Ltd), **Gurgaon,**is a Club with 30 Rooms with 30 rooms service apartment, 3 Restaurant named as **GEOFFERYS**, which is an English Pub, **THE ORIENTAL BLOOM**, which is a Chinese Restaurant, **SENSES** which is a Multicusine Restaurant. It is also having a Banquet Hall, Conference facilities, MaheshBhupatiTennisAcademy, Ozone Gym & Spa and Swimming Pool. The total Manpower approx. is 250.Apart from that we have three Restaurants in Delhi & Noida.

**⊗**Worked with **Facility Management Company, New Delhi**as **Sr.Executive-HR**from **Jan 2006 to Jan 2008**.

**Express Housekeeper (Pvt.) ltd**. is a leading **Facility managementcompany** providing services For Technical and Non-technical both categories like, Mechanical, Electrical, office boys, help desk Executives, Housekeeping boys Mail boys, Pantry boys etc in Delhi and NCR region since two decades. Its clientele includes Mfg.unit, Shoping malls, corporate office, Hospitals, IT Industry etc.We also work with MNC, like Knight Frank, W.P.M,& CBRE.to provide different types of services. Its manpower approx. Four thousand five hundreds. Its head office in **NewDelhi**& branch offices are in Mumbai, Jaipur, Chandigarh, Baddi (HP) &Kolkatta.

**JOB PROFILE**:-

* Liasioning with different Govt. Offices.
* Handling statutory compliances under labour laws.
* General administration (House keeping, safety, front office etc)
* Handling PF & ESIC Inspection.
* Preparation of Wages.
* Employees Welfare.
* Recruitments.
* Employee’s relation.
* Conducting Training Programme for the Supervisor and Other Staffs.
* Assist the Manager in P.Apprasial, H.R Planning and Other related HR matters.

**⊗**Worked with **Magnum Pharmatech Pvt. Ltd**. (**Manufacturing unit of Emami Ltd**) in **Bhubaneswar** as **Executive-HR** from **Jan 2003** to **Oct 2005**.

**JOB PROFILE**:-

* Handling Time office.
* Maintenance of all Statutory Records.
* Short listing the profile as per requirement.
* Preparation of Wages.
* Assist the Asst.Manager in other related matters HR related Issues.

Worked with **Tajna River Industries Pvt. Ltd**. (Bleached Lac Industries, US Joint Venture) at Ranchi from **March 1997 To April 1999** as **Quality Control In charge.**

##### PERSONAL DETAILS

### Father’s Name Late.SriHarekrushana Ray.

* Mother’s Name Late Mrs. Basantilata Ray.
* Date Of Birth 26th April 1969.
* Sex/Marital Status Male/Married.
* Category General.
* Religion Hindu.
* Nationality Indian.
* Language Known English, Hindi, Oriya & Bengali.
* My Aim In life To reach in a higher position.
* Current CTC. Rs. 9.60 Lakh PA in INR.
* Expected CTC Negotiable.

**I enjoy a healthy disposition adopt a non-acrimonious in dealing with personnel & exercise sincerity at work.**

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| Dipak Kumar Ray |