KRISHNENDU MISHRA
HRBC HOUSING ESTATE
BLOCK-23 TYPE III (R) ROOM NO.12

HOWRAH-711104

Mobile: +91-9830732099

E-mail: mishrakrishnendu00@gmail.com

 **Career Summary**

* More than 6 years of experience in the field of HR.
* Experienced in man power planning, Statutory compliance, labour deployment, recruitment, developing performance management system, developing employee welfare programs, identifying training needs and conducting trainings, employee grievance handling, developing and implementing disciplinary policies.
* Good communication and interpersonal skills.
* Well versed with People Soft.

 **Key Skills**

* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Contractors engagement, prepare work order as per there job allocation, issued form V to contractor, regular interact with contractor regarding there PF, ESI and there compliance.
* Regular basis prepare PF & ESI contribution of employee and upload on portal & generate challan.
* Check contractor monthly bill and process for payment.
* Overall responsibility of man power planning and recruitments.
* Working out the compensation plan and policies.
* Conducting researches to study the current compensation trends in the market.
* Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
* Coordinating with finance department for processing of payments to employees.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Handling and resolved employee and contractor worker grievance or issue.
* Establishing a proper organizational structure.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Developing the exit process for the employees.
* Dealing with the final settlement of employees when they leave.
* Maintaining good internal communication within the company.
* Developing various reports for management which make it easy to make decisions regarding the current resources.
* Manpower planning.
* Yearly revise rate of daily worker as per there work performance.
* Facing HR audit.
* Facing PF inspection and prepare document as per requirement.

Achievements

* Recruited 90 candidates through campus placements for “Mcnally Bharat Engg. CO. LTD” in 2013.
* Within last 6 month in Skipper Limited recruit 15 middle level & 7 higher level management staff and arrange different training session as per industry requirement.
* Reduce monthly daily labour requirement, which help to improve company’s financial health.
* Update each contractor to submitted regular basis ESI & PF challan.
* Archive 85% of plant worker now under cover of statutory.

**Employers**

* Currently working as a Sr. Personnel officer at Skipper Limited June-2015 to continue.
* Worked as an assistant HR & ADMIN for “Mcnally Bharat Engineering Company Limited.” since Mar-2012 to May-2015
* Working as an office executive in CMC LTD. From 2006 to Feb-2012

.

 **Educational Qualifications**

* MBA from Sikkim Manipal University in the year 2010 with 58% marks
* B.com from Calcutta University in the year 2006  with 39% marks

 **Computer Knowledge**

Well versed with MS Office, Windows 2000, XP.
Working knowledge of Peoplesoft.

# Personal Details

**Date of birth             :**  11th Mar, 1985

**Languages known :**  English, Hindi, Bengali.

Father’s name: Late Shyamapada Mishra.