

BIDIT KUMAR NATH

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Pune, Landmark- Opp Shirke Company Pin-411036



Career Objective:

Bidit has a track record of identifying and hiring the very best talent across a wide range of industries. He has experience of working and recruiting across multiple states and regions at Pan India level and comes to you with a long list of excellent and checkable references. Possessing significant Human Resources operational management experience means that he is able to quickly make his mark and take complete ownership of all aspects of a busy HR department. Right now he would like to join a company where the right candidate will be offered an immediate start.

Key Skill & Competencies:

- Able to influence, facilitate, and implement HR change.
- Have the confidence and assurance needed to be an effective negotiator.
- Not afraid to take on difficult tasks.
- Positive, confident, and friendly demeanor with a high level of integrity.
- Can work in tight deadline.
- Single Point of Contact for all HR matters.

Area of Expertise:

- Recruitment Strategy,
- Onboarding and HR Induction
- Policy Development & Implementation,
- Employee Relations,
- Payroll Co-ordination,
- Employee Communications,
- Disciplinary Cases,
- Team Management,
- Performance Management System,
- Team Building
- Employee Counselling
- HRMS Implementation
- HR Audit
- HR Dashboard & MIS report

WORK EXPERIENCE

Senior Manager HR at TAB Capital Ltd wef Oct-17 - May-18

Responsibilities:-

- Talent Acquisition for New Location as well as Existing branches.
- Onboarding & Induction
- Employee engagement activities
- Attendance and Leave Management
- HR Operations
- Payroll and Compliances
- Disciplinary cases
- Separations and Exit

Was instrumental in setting up Zing HR(HRMS Software) in the organizations and added a headcount of 90 employees within a period of 6 months.

Manager – HR (Operations) at Ujjivan Small Finance Bank Ltd (Aug 2016 – Oct 2017)

Responsibilities:

- Managing entire HR Operations for West region (2000 employees) with a team of 4 members.
- HRMS System
- Entire employee life cycle from Onboarding ,Employee Personal File,Confirmation, Transfer, Promotion , Performance Management System,Employee Grievances, Separation & Exit.
- Payroll & Compliances.
- Employee communication, Engagement Activities and HR Induction on Policies.
- Background Verification Report-To co-ordinate with Vendors and ensure timely closure .
- Managing entire HR HygieneViz-Email ID,ID Card,CUGCard,Accesscard,systems and keep a track of it.
- Manage HR-Audit quarterly
- Disciplinary Cases-As per SOP Clause-Issues Showcause, Conduct of Domestic Inquiry (wherever applicable),act and initiate action as per Disciplinary committee report.
- Issue of Recall and Termination Letters for Absconding employees as per SOP.
- Resignation acceptance and Exit Interviews.
- Present and work on MIS and Dashboard on regular basis to stakeholders
- Key member for all amendments and processes for Small Finance Bank transition.

Deputy Manager – HR at Vistaar Financial Services Pvt. Ltd. (June 2013 – July 2016)

Responsibilities – Talent Acquisition:

- Handled entire Recruitment cycle for 32 Branches across Maharashtra.
- Partnered with Business to plan and work on various manpower requirements
- Was the key HR personnel of Maharashtra to set up 32 branches in MH across 3 Years.
- Closed 90 % positions within TAT
- Sources of Recruitment-Job Mela, Recruitment Drive and Campus interviews,Portal, Employee references ,Newspaper advertisement and Internal database.
- Screening profiles, scheduling interviews and line up for 2nd and 3rd level interviewers.
- Conducted Interviews, background checks and released offer and done negotiation.

Responsibilities – HR Operations:

- Handled entire employee life cycle:
- On boarding, Joining formalities, Verification of documents.
- HR- Induction/Training
- Attendance, Leave Management & Payroll Co-ordination
- Documentation, Audit.
- Grievances, Performance Management System, Employee Engagement and Connect, Separation& Exit interviews
- Conducted Open-house sessions and Branch Visits.

Assistant Manager –HR at Au Financiers India (P) Ltd (September 2011 – June 2013)

Responsibilities:

- Handled Recruitment for 44 branches across Maharashtra/MP-CG and Goa
- Partnered with business for manpower planning
- Managed Induction and Onboarding process
- Handled Attendance, Leave Management System and Payroll
- Prepared MIS as per business need
- Supported Audit activities for HR
- Handled and ensured 100% Statutory Compliances: ESI, PT, Shop & Establishment, etc.
- Handled HR helpdesk, Grievance handling and Employee Engagement activities
- Exit Management and attrition analysis
- Involved in Annual Appraisals, Promotion Cycles, Salary Correction and Bonus payout
- Quarterly monitored Executive performance and took improvement measures accordingly
- Responsible for employee benefits
- Worked on “Mentis-HRMS” Software
- Regular Branch visits and Open House sessions for employees.

Assistant Manager – HR at KARVY STOCK BROKING LTD. (October 2008 – September 2011)

Responsibilities –

- Worked on Recruitment for 30 Branches across West and East Region.
- Ensure compliance of recruitment process across the region
- Conducted Reference Check for Senior Level position
- Imparted Induction Training to New Joinees
- Creation & Maintenance of employee masters on monthly basis
- Online processing of salary in **ERP Package**
- Preparation of salary structure of new employees as defined in HR policy
- Computation of arrears and preparation of Full & Final settlements
- Preparation of various letters like: Offer, Confirmation, Transfer, etc.
- Provided necessary data & MIS to divisional heads as and when required
- Adhered to Statutory Compliances – 100%
- Resolved various employee grievances lemented key procurement strategies/purchase schedules from vendors and ensured alignment with organizational objectives
- Handled Vendor Selection and Management for facilities across
- Stationary Management and Distribution Facilitation
- Supported IT Management and Facilitation
- Handled and Monitored Branch Petty Cash/Vendor Payments.

Executive Sales – HR at Aviva Life Insurance Company India Ltd. (August 2007 – October 2008)

- Independently looked after **Recruitment & HR Operations** Of **Aviva-ROMG Zone**
- Independently prepared CTC for selected candidates and offer preparation.
- Vendor Management and provide timely feedback in order to improve the quality of candidates.
- Handled verification of all documentation for joining and reference checks
- MIS Management as per business needs
- Ensured 100% statutory compliance
- Worked on HR operation activities: Onboarding, Attendance, Payroll, Appraisal & Separation

EDUCATION DETAILS:

- **Masters in Personnel Management (MPM), Pune University, 2005**
- Graduation - B.Sc-St. Anthony's College – Shillong, 2003
- HSC(Science) – Meghalaya Board,1997
- SSC – Central Board of Secondary Education, 1994

COMPUTER PROFICIENCY:

- Proficient with Microsoft Office Packages and latest Operating Systems
- MS Office, Word, MS Excel, PowerPoint, Internet
- End use of HRIS,HRMS &RAMCO

PERSONAL DETAILS:

- Fathers Name-Shri Bipin Chandra Nath
- Date of Birth – 1st June'1979
- Gender: Male
- Marital Status-Married
- Languages Known: English, Hindi, Bengali, Marathi
- Permanent Address: At Post and Village,Krishnai, Jyotinagar, Goalpara, Assam