

**SWAPAN KAR**

**Mob: 91-8637382546 E-mail:** [**swapankar967@gmail.com**](mailto:swapankar967@gmail.com),

**Profile Statement:** Highly organized and dedicated, with a positive attitude. Possess initiative, self-discipline, maturity, management/organizational skills, and ability to meet deadlines under stressful production conditions and time limitations in a client-oriented environment. Have excellent interpersonal skills, ability to organize and direct others in both supervisory or support staff roles. Accustomed to working in fast paced environments with the ability to think quickly and successfully handle difficult situations.

**Previous & Present Experience**

* **Presently Working at ITC Fortune Park – BBD Lucknow as Deputy HR Manager & Training w.e.f 03 March 2019 to till date.**
* Associated with **(MAYFAIR Lagoon - as Executive- HR)** W.E.F May 10, 2017 to 28th Feb 2019.

* Associated with **Radisson Blu Hotel Guwahati** with effective from March 3, 2016 to 17, Feb 2017 as a Supervisor -Human Resource (Acting 2nd in Command).
* Associated with **Mahindra Holidays & Resorts India Limited** (Group of Mahindra & Mahindra) **Club Mahindra – Sasan Gir – Gujarat as Sr Executive – Human Resources from from 10th Jan 2015 to 22nd February 2016.**
* Associated with **Dasvino Town & Country Club (LAVASA Corporation Limited) PUNE LAVASA** as Executive – Human Resource from 10th March 2013 to December 2014.
* Associated with **MPS AQUA MARINE PRODUCTS LTD** (MANUFACTURING FEED as **Executive – Human Resource & Production Administration** from August 2012 to March 2013 at Ghargram Project (West Bengal).
* Associated with **Neelam The Grand – Goa as Assistant – Human Resource from August 2011 to August 2012.**

**JOB RESPONSIBILITY**:-

**MPC UPDATION**: Periodically Manpower Complimentary sheet update for every month its included employees actual Strength, Actual Budget & Current Head Counts & Differences.

**On Boarding & Induction** : New Joining employees joining formalities like Welcome note Circulate, employees Master Creation, Data Collection, Coordination with IT dept for Mail ID generation. Conduct Induction & Orientation Training with guide by Manager-Training.

**Payroll Administration** : Timely create Employees Master Creation , Data Updating , Salary Annexure Prepation also feeding in system with Rate Master Definition, Transfer & Increment, Promotion, and Employees Information changed timely when its required. Separation action Run, Tally Actual Head Counts with Monthly Attendance Sheet. Monthly Attendance Sheet preparation. Final Attendance Transfer to Payroll System. Monthly Inputs Like Earning, Deduction, Holidays Wages, Loan, Advance, Arrears, Salary Advance, Mobile Bill, Accommodation Deduction & Adjustment if any. Bank Statement preparation & Submit to the accounts dept for final disbursement.

**Payroll Budget :** Prepared Yearly pay roll budget as per the Manpower strength wise, also Included Admin & PTER Expenses in yearly basis.

**Compliance & Statutory** : Compliance with Statutory part like PF & ESIC Challan Generation through Portal for Every Month. ECR creation and make payment through Online. UAN Number Generation or Clubbed with Earlier Employment Number. PF Transfer, PF Advance loan settlement and Claim Settlement with respective form like Form No- 19, 10C, 13B. Form No – 11. For the Purpose of ESIC – IP details Update, TIC Generation for New Employees. Monthly Contribution feeding with template sheet. Upload Template sheet with browser. ESIC challan generate & Make payment through Online.

**Monthly Compliances** : Maintain Monthly statutory compliance forms & Different type of Register like Equal Remunerations- Form – D, Wages Cum Muster Roll, Loss & Damages, Fines , Advances, Accidents, Maternity Leaves Benefits. Minimum Wages & Sexual Harassment, Labor Employment Exchange- Form No- ER 1. Form- 9 for PF.

**Leave & Attendance Management**: Leave Posting, Leave records & monthly attendance reports prepared through Biometric- HRMS.

**Performance Appraisal**: Implemented Online Performance Appraisal system through HRMS. Performance Appraisal has been done through PLI. Ensure that the appraisal system to be reviewed yearly basis. Based on performance rating like-TP, SP, P, AV, and UP & KRA applicable for Executive staff. Its impact on bell curve as per the company standard & policy.

**Employee Engagement** : Timely celebrate employee birthday, Open house, ONE to One employee meet, ONE on ONE Resorts Manager Meet. Employee engagement – monthly games & activity, Arrangement staff Picnic.

**Med claim & Insurances**: Periodically renewal medical insurance of all employees Group Personal Accidents & Group Medical Insurance with our corporate clients SAMPO Universal & Also settle Medical Coverage for Accidental cases when its required.

**LTA & Bonus & Gratuity**: Calculate LTA, bonus, PL encashment, Gratuity for all applicable employees.

**Full & Final Settlement**:Calculation of employee full & final settlement for all exit employees.

**Monthly Reports** : Prepared BI data submission, HRMS data, Payroll Expenses Vs Budget, Monthly Attrition Repots, Left & New Joining Details, Monthly Activities, HR Matrices, Manpower Strength.

**Administration & Liaoning**: Booking Hotel, Tickets, Vehicles/Taxies. Setting up new offices, Publication and advertising, Arrangement of meetings, Parties and companies special days-functions. Hiring guest houses, Rental flats, Lease Agreements & Regular Payment. All types of staff welfare. (Medical, Housekeeping & Mess.) Preparing monthly requirements for furniture’s, stationeries. Monitoring/Managing Mess and Security. Preparing the Daily/monthly report & Bills for security and mess. Payments for Electricity, Telephone bills.

* Indian Oil Corporation Limited – Haldia refinery ( West Bengal )

Job title: Management Trainee. (During MBA)

Management training (H.R) in 2011, Haldia West Bengal.

**HOTEL SAYAJI, INDORE, India**

Job title: Professional Training. October 2008 till March 2009.

* 6 months Industrial Training during the second year of the Hotel Management course covering all

### **Professional Qualification**

2011 2 Year Master in Business Administration Specialization in HR. (MBA / from **Global Group of Institution** – under **( Punjab Technical University) - 2011**

2009 3 Year Degree course in Hotel Management from SIHM; **School of** **Indian Hotel Management, Kalyani, Nadia in the year of 2009**.

2007 Graduation from Pingla Thana Mahavidyalaya under **Vidyasagar University** in the year of 2007.

### **Educational Qualification**

2004 2 Year of Higher Secondary Education (10 +2) from West Bengal Council of Higher Secondary Education

2002 2 Year of Secondary Education (10 th) from West Bengal board of secondary education.

**Computer Skills**

* Highly proficient in several hotel software’s like, SAP – HR Module, IDS , Opera – Alif Payroll, STAR & Prism, WIN HMS, HR Mantra as well as MS Word, Excel, PowerPoint and very proficient with the Internet.

**Achievements and Awards**

* Business skill development Program organized by Micro Small Medium Enterprise (MSME), recognized by Government of India.
* Participated in junior zonal level football.

**Co-curricular and extra-curricular activities**

* Managed -as Student the COLLEGE FEST in the annual year.
* Organized Blood donation camp, Durga puja, & cultural program
* Playing Cricket, Football & Table Tennis.

**Hobbies & Interest**

* Surfing the net.
* Listening to music

**Personal Details**

* Father’s Name :Joydv Kar
* Permanent Address: Vill + PO: Baragokulnagar, PS: Moyna, Dist.: Purba Medinpur, State: West Bengal -721152.
* Date of Birth 4th May 1987.

Swapan Kar