**RatikantaSenapati**

**🖂Balijhari,Talapada,Bhadrak**

**Odisha, India, Pin Code: 756139**

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**Date of Birth: April 26, 1972.**



# OBJECTIVE

To ensure that HR Profession becomes a Strategic Business Partner in the Organization, by aligning and integrating Human Resource functions, with current and strategic business needs of the Organization.

**EDUCATION**

*Post Graduate Diploma in Human Resource Development*, **Devi AhilyaVishwavidyalaya, Indore .**

*Bachelors of Arts*, ***Utkal University*** *,*

*Post Graduation from* ***Berhampur University***

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# PROFESSIONAL PROFILE

* Senior Human Resource Executive with over 19 **years of experience** in Human Resources and Industrial Relations Function.
* Strong leader who effectively motivates others and directs top-level strategic corporate initiatives.
* Result-oriented achiever with excellent track record for identifying opportunities for accelerated growth & opportunity.
* Proactive self-starter, personal responsibility, ownership of work and reputation for removing obstacles and making things happen at right time.

**AREAS OF EXPERTISE**

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| * Human Capital Appreciation | * Recruitment & Selection |
| * Industrial Relations | * Statutory Management |
| * Litigation & Mitigation | * Greenfield Project Management |
| * Labour Management | * CSR Management |
| * Attrition Management | * Employee Engagement |
| * Environment Management | * Union Negotiation |
| * Compensation & Benefits * HR Planning & Execution | * Identify the Training Needs |
| * Liasioning& Corporate affairs |  |
| * Work Life Balance |  |
| * Performance Management |  |
| * Change Management |  |

**PROFESSIONAL EXPERIENCE:-**

* Presently I am working as **Plant Head- HR/IR (Sr.Manager) M/S Apar Industries LTD, Silvassa, Jharsuguda, Bhubaneswar Location( Aluminum/Steel Manufacturing Unit)** Since 05/06/2016 to Till Dated and dealing with 800 manpower.
* 3.0 years experience as **Sr. Manager–IR & Liaisioning in M/S AVH Chemicals (P) LTD, Jajpur & Kharagpur (W.B) Plant ,**  since 12/11/2013 to 4/6/2016. (Dealing with 700 manpower)
* 3.5 years experience as **Manager-HR in M/s Parle Agro Pvt. Ltd. ( Khurdha, Lucknow, plant, U.P & Orissa since Dt. 25.07.2011 to 30/10/2013) in food & Beverage industry, ( manufacturing FROOTI & APPY) .**
* 3.5 years experience working as **Manager- Personnel , M/S FACOR LTD, (Boula Chromite Mines), Bhadrak,** w.e.f 30/11/2008 to 26.06.2011 .
* 2.0 years Experience as **Manager -HR in M/S Gopalpur Ports LTD, Gopalpur** ,w.e.f 07/01/2006 to 28/11/2008 (Dealing with 3000 manpower)
* 03 years Experience as Manager IR in **M/S SHREE JAGANNATH METALIK INDUTRIES LTD ,Kenojhar, Kolkata (Sponge Iron Plant 1\*100 TPD)** Keonjhar w.e.f.13/01/2003 to 06/11/2006.(Dealing with 500 manpower)
* 02 Years experience as Asst. Manager Industrial Relation in **M/S Girnar Fibers Limited, Pithampur, Dhar, M.P Location w.e.f 13 Sept 2000 to 12/01/2003. (Dealing with 1200 Manpower)**
* **IR Responsibility-**

Settlement with labour unions, Co-ordination with conciliation officer in collective bargaining of their chartered of demands of the labour unions & Negotiation, proceeding & finalization of **Bipartite settlement** &**Tripartite settlement**, Conduct meetings with labour unions body and negotiation to settlement for a long term/short terms **(LTS/STS).** Settlement of any issues thru Grievance Redressal Machineries, Administration, Statutorily function, Time Office management, Arrange and look after Employees Facilitate system in the organization , Pay roll management/Factory Administrative function, IR Compliances- Obtaining NOC/ License/Registration/statutory compliance, F&B, State Pollution control Board, Labour Authority, Environment Clearance, MOEF, TOR presentation ,Public Hearing, Responsibility of labour court, High court, all of the labour & Criminal Cases, Conduct Domestic enquiry to solve all types of labour problem & IR issues & Compensation ,Employees disputes and its settlement, Look after Health & Safety management of employees, Housekeeping activities/ maintain & keeping track with staff /labour quarter/colony as well as Security and Administration activities of plant.

Creating Vendor ,Vendor negotiation & finalization of rates , Manpower management & engagement in different departments of the organization, Execution of vendors agreement, Handling Works Committee, Statutory compliance, IR and Legal Compliances & Returns, Employees Insurance & other General matters, MIS & Admin, labour welfare and Health & Safety, Canteen , labour motivation, Appointment of Contractors, Manpower planning , look after contractors statutory records & Returns as per Contractor Regulation & Abolition Act.

* All statutory /Administration frame work such as Lay out plan approval from Director of Factory and Boiler, Consent to Establishment from State Pollution control Board, Clearance and registration from District labour authorities, Obtained Permission for use of Ground water or Surface water from CGWA, Explosive licence for storage of Explosive materials (FO,Disel,etc) from Nagpur and state Levels and all licence including CTO from the competent authorities. As well as appointment of different vendors to execute the project construction and civil work for running and succession of projects/Organization.
* **HR Responsibility**-
* **HR Business Partner**.-Understand the Business Concept. Roles and Responsibilities of Key Roles: • Acting as a single point of contact for internal clients • Supporting internal clients in achieving their business goals • Helping to HR CoEs to deliver state-of-the-art HR Processes • Providing instant and immediate feedback & prepare HR budgets in all HR processes, procedures and initiatives • Leading change management projects for internal clients and Human Resources • Designing robust succession pipelines and supporting the Training both IN- campus/Off Campus & talent management for the entire organization • Acting as the independent advisor for employees in tough situations Key Responsibilities Areas as well as KPI system implementation and keeping track records quarterly in each employees achieving KRA score: • Setting challenging HR goals with a close cooperation with HR and internal clients • Selling HR projects and initiatives to internal clients and getting their buy-in • Acting as the project manager for large cross- functional change management projects • Developing succession plans and manage the **Performance Management System** cycle for internal clients • Being the contributing team member of HR Projects • Designing cross-functional development programs in co-operation with Training Specialist • Keeping HR processes in a full compliance with the legal and regulatory (internal, external) framework.
* Implement of HR Policy, HR related issues, evaluate and analyze statistical data, Initiate analysis reports of entire Employee Cycle, Succession and career planning, Formulating HR Policies, Recruitment & Selection Annual Training Plan, Identify needs of training , Arrange In campus Training and off campus Training, Training assessment & developments, Conduct different types of HR Audit, Arrange Induction Training for new comers, Joining Formalities, Conduct exit Interview, SOP/MIS/SAP System for smooth running of organization. Organization discipline and behaviors, Performance Appraisal of employees Implement KRA,KPA,KPI formalities in the organization, Analyze statistical data (TPM) to help evaluate and enhance the performance against the HR Metrics and in accordance with the HR Scorecard, Planning of organization development, Cost Control & awareness,, Handling totally PMS in the organization (360 and 720 degree), provide adequate job training to the peoples, Motivation to the people for Organization Developments,

**Liaisioning Activity-**

* Handled Independently Green filed project, project planning, Land acquisition, Mutation, Conversion, liaison with Govt like- IPICOL, IDCO, DIC for District level Single window clearance and State Level Single window Clearance ( DLSWC/SLSWC) and avail incentives and Subsidy as exit Rule & Regulation by State govt Policy for Medium scale Industry and large scale industry. Keeping Good repo with District Collector/Magistrate/Minister /MLA/ Different Secretariats levels of Orissa, Local leaders/Politicians and different Govt departments, District Administration, Keeping good repo with Directorate Factories & Boiler, State Pollution Control Board & Labour authority as well as EPF, ESIC authorities for clearance of various certificate as need by the organization , CSR activities, PR & Relationship management ( Govt. officials/politicians/local leaders), Corporate affairs formalities,
* **Expertise in Environment Management System** : Having Good Repo with SPCB ( State Pollution Control Board) Authority to obtain **Consent To Establishment ( CTE)** and **Consent To operate (CTO)** to operate the units/Plant. Preparation of full data and dimension of different stacks and installation of different instruments for Control of AIR Pollution Management. Preparation and agreement with Third party to disposal of Hazardous Waste Management and its disposals. Preparation of waste management Data and deposal of west management Map for obtaining permission from SPCB for Hazardous west management Certificates.

**I** am competent **/** expertise to obtain **Environment Clearance ( EC)** for large scale project and chemical based industries which are needed as per the Gide lines of SEIAA( State Environment Impact Assessment Authority) authorities. Preparation of application as well as TOR/MOEF presentation and conduct Public hearing with Distict Magistatrate with SPCB authorities for installation of project.

* Expertise to take permission/Agreement with Ground water protect authority to use ground water and surface water for the project**.** Recruit the technical personnels to smooth operation of Effluent Treatment Plant (ETP) ,RO, MEE, ATFD and guide them to smooth operation of the existing water management system as required for the plant. Conduct Environment and sustainability In campus and Off-Camus Training for development / improvement for the site team as well as successful of project operation and management.
* **Expertise in Green Field Project & Corporate Affaire** :Through- out my carrier, I have set up 04 numbers new Green- field project i.e- 1.**M/S PARLE AGRO PVT LTD,KHURDA 2.M/S AVH CHEMICALS PVT LTD ,KALINGANAGAR, 3. M/S APAR INDUSTRIES LTD ,LAPANGA** beginning from Land acquisition and clearance from DLSWC and SLWC as well as IDCO and land Bank and dealing with independently with different Ministry and local authorities and political leaders as well as District Administration /publics for successful of Projects.
* **Assurance :** Supervising the activities of Time Office with Biometric machine and proximity card system and generating the reports like attendance, leave, absenteeism and late coming. etc. Maintaining records and returns as per the statutory norms and ensuring the compliance of Factories Act, EPF Act, ESIC Act, Bonus Act, Gratuity Act, Workmen Compensation Act, MW ACT,
* Maintaining cordial relations with Works Committee members and Management to enable to meet the production norms and also framed the Safety Committee and Canteen Committee as per the Factories Act 1948 and conducting the meetings in frequent intervals and implementing the suggestions raised in the committee meetings.
* Attended the conciliation proceedings, Labour Court/High Court cases and participated in the LTC meetings and handling General Grievance of the employees. I attended the all kind of family functions of the employees in person to gain the confidence of the employees, develop the CSR activity to smooth running of the organization.
* Framed and issued the show cause notices and conducted disciplinary actions against the delinquent employees and followed the legal requirements related disciplinary proceedings.

**PERSONAL INFORMATION**

# Language Known : Oriya. Hindi, English ,Bengali, Marathi, Gujarati

**Extracurricular Activity** : N.C.C**. “C”**  Certificate holder.

**Marital Status**  : Married

Present Salary :Rs.12.66 lakh/p.a ctc

# Expected Salary : Negotiable

# I do hereby declared that the above statement is made by me, whether you found any false or incorrect my candidature will be cancelled.

# Signature of the candidate

# (RatikantaSenapati)