**NAME**: **PAROMITA**

**OBJECTIVE:**

To work in a positive environment, give the fullest possible contribution to the company & help the company grow.

**QUALIFICATION:** Post graduate in Life Science, with **3-year** Course in PG Diploma in **Personnel Management** from National Institute of Personnel Management, Kolkata (aGovernment of India Institution) under **AICTE, (MBA)**.

**ADDITIONAL INFORMATION:**

Trained as ISO 9001-2008 internal auditor, NABH Documentation

3-months certificate course in Training and development (Grid Consultants-Mumbai), Trained in Competency Mapping.

**TOTAL EXPERIENCE**:

**11 years in HR & Admin functions** –Two years in a Medical Transcription Company(Transdyne) (2002-2004) as HR Executive, three years in a Power Plant Company (Enmas Andritz Private Limited through RCSS) (2008-2011) as HR Executive

Worked as **Assistant Manager -HR and Admin,** 2011 onwards at (Phoenix Medical Systems Private Limited) a Medical Equipment manufacturing company as overall in-charge of HR and Administrative functions-all over India.

Lastly (till April 2016) working with **MIOT Hospitals International as S**r. **Manager- HR in** **the capacity of Head HR with an employee strength of 2000 plus, reporting to the Managing Director and Chairman, managing a team size of 8 subordinates.** Apart from

these I have **two** years’ experience in teaching.

**PREVIOUS TASKS PERFORMED:**

**RECRUITMENT:**

* Sourcing candidates from various portals, newspaper ads, consultancies.
* Recruitment, orientation and induction, pre-employment verification, joining formalities etc.
* Counselling the resignees
* Resignation formalities, exit interviews

**TRAINING AND DEVELOPMENT:**

Preparing training calendar, organizing and conducting training programmes, post training documentation, training effectiveness evaluation

Regular **induction and orientation** programmes

**QUALITY MAINTENANCE:**

* **ISO** documentation and record maintenance, **ISO** manual and procedures, **NABH** documentation and record maintenance, norms for continuous improvement.

**ADMINISTRATION:**

* Development and maintenance of Company Standing Orders, **Employee Handbook.**
* Development and maintenance of Time Sheet Management system.
* Maintenance of **Leave Cards, O.D slips, Permission slips etc.**
* Stationary requirements purchases
* Housekeeping management
* AMC for various equipment

**EMPLOYEE RELATIONS:**

* **H**andling **Employee Database** (Both in Soft Form and Files Management)
* Engaging and organizing various employee welfare programme, entertainment programme etc.
* Disciplinary-Issuing **Show Cause Memos**, setting up enquiry committees and making enquiry reports and minutes.

**COMPENSATION AND BENEFITS:**

* **Handling the payroll** 
  + Handling employee confirmation, Performance Appraisals, Performance Management System
  + Managing advance salary, loans
* Net uploading of **PF and ESI** returns
* Processing **PF settlements and Gratuity settlements**
* Processing **Bonus of employees**
* Liaison with various government organizations for **Employee Provident** **Funds, ESI** and other Retirement Benefits
* Handling the queries related to salary
* **EL** processing, attendance and transfer etc.
* Generation of service orders for Consultants, Contract employees and making payment advice, subsequently following up
* Generation of purchase orders (administrative) and ensuring completion of the entire transactions including their follow-up payments
* Generating service orders & payments through ERP, **payroll through ERP**, developed employee master for ERP
* Creating yearly budgets for various functions handled
* **Processing Full and Final** settlement of employees who resign or retire
* Liaison with various insurance agencies and negotiating for group medical insurance, doing group medical insurance for all employees
* Processing yearly **Performance Appraisals** and annual increments
* Maintaining files for daily wage payments (security, pantry workers)
* Settlement of medical reimbursement for all employees
* Processing LTC claims for employees

**INDUSTRIAL RELATIONS:**

* **Factories Act** adherence, Annual returns, License fee payments, Pressure vessels feepayments, Welfare fees payments, Pollution control board payments, Fire Licence renewal, RC renewal, Hydraulics vehicle Licence
* **Shop & Establishment Act** adherence
* **Profession Tax** Payments
* SIDCO regulations following up
* Labour Payments, day to day solving various labour issues, **O.T** payments

• Developing and maintaining **employee databases (employee master)**

* Company vehicle insurance renewal
* **Contract labour** management
* Day to day administrative issues
* Arranging excursions, parties, business meetings
* 5 S training and implementation
* Human Resource MIS report

**DOB: 30/03/1971**

**Computer proficiency**: MS Office

**Languages known:** English, Hindi, Bengali (reading, written, spoken), Tamil (spoken)

**Presently, relocating to Dubai, having family stay visa, sponsored by my husband working at Dubai**

**Job Seeker First Name / CV No: 1713822**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

