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**SUBHASISH**

**SUBHASISH.318598@2freemail.com**

**ADMINISTRATION &ACCOUNTS PROFESSIONAL**

Offering **5+ years** of well-honed experience across Accounts, Administration, HR Management, Employee Relations & Facility Management

**EXECUTIVE HIGHLIGHTS**

* Competent & diligent professional, offering comprehensive experience in **Accounts and Administration Operations,** adept at creating innovative strategies & formulating policies for accelerated growth. Adept in financial accountancy, labour management techniques & employee welfare statutes/ regulations like PF, ESI, Gratuity & Pension funds.
* Presently spearheading as **Officer - Accounts& Admin with Larsen and Toubro Limited, Chennai and supervising project operations on sites of Delhi Metro Rail Corporation; Hyderabad Metro and Subansiri Hydro Project**; Successfully completed trainings on direct &Indirect Tax, Implementation of EIP and Labour Welfare Management from Larsen & Toubro Limited
* Proactive professional with comprehensive and strategic understanding of Accounts &Human Resource Management Systems and business issues; demonstrated talent in devising and implementing coherent HR strategies whilst improving internal processes and procedures within a demanding environment, project deadlines and budgets
* Expertise in managing entire gamut of account activities and dexterity across implementing administrative policies and leading a team of professionals to increase operational efficacy ensuring smooth business operations
* Excellent temperament to multi-task and coordinate various activities under high pressure and time constraints. Analytical abilities & creativity to build-up competitive advantage and contribute to the growth of the business

**Core Competencies**

Office Accounts•Office Administration•HR Management•Administrative Operations•Facilities Management•Employee Welfare•Cross Functional Coordination•Human Resource Development•Employee Relations•Strong Interpersonal Skills•Work Force Administration•HR Recruiting & Staffing•Training & Development•Resource Management•HR Audit•Employees Relations•Data Management•Report Analysis

PROFESSIONAL EXPERIENCE

**LARSEN AND TOUBRO LIMITED, since June 2010**

Officer - Accounts& Admin

**Accounts Activities:**

* Manage end-to-end Accounts operations for project of Hyderabad Metro (Jan 2014 – March 2016) initially managed the operations for Subansiri Hydro Project (Jun 2010 - May 2012)
* Handling Cash & Bank Operations at site
* Preparation & Booking of Sub- Contractor, Supplier bills for payment.
* Preparing Bank Reconciliation statement
* Preparation of monthly cost statement.
* Reconciliation of monthly Revenue, Supplier and Sub Contractor ledgers.
* Vouching and Sending expenses data and Expenses statement to HQ every month.
* HQ / RO Correspondence.
* Final Bills checking such as ensuring all statutory requirements met are by sub-contractor and all recoveries are effected.
* S/c & Dept. Workmen PF Reconciliation.
* Knowledge in store activities like procurement of material, MRN Generation, DC generation, Indent posting and preparation stock statement..
* Cross checking of physical verification with actual stock statement.
* Verification of Debit Notes and reconciliation of the same on monthly basis.

**Administration Activities:**

* Manage end-to-end Administration Operations for project of Delhi Metro Rail Corporation (May 2012 – Dec 2013)initially managed the operations.
* Develop, manage and monitor the performance of multi-skilled work force and ensure smooth implementation of HR policies for manpower planning, recruitment, selection, induction
* Ensure closure of positions within target hire date through rigorous follow-ups and coordination
* Negotiate compensation packages & finalize arrangements with the candidates
* Handle the task of the various general administrative functions of the organization as well as wages & salary administration for manpower along with compensation issues
* Facilitate development of transparent performance appraisal systems with strong employee's concurrence opening equitable opportunities for professional growth
* Maintain a flawless communication with the employees; ensuring timely resolution of employee grievances and harmonious working environment at all levels
* Responsible for welfare administration and outlining structure for capabilities assessment to align employee’s talent with the required job capabilities
* Ensure prompt resolution of employee grievances, maintaining cordial management-employee relations
* Handle Industrial Relations issues while dealing with the Union on various Labor related matters. Negotiate with the Union Representatives for Wage Salary Agreements and other issues
* Liaise with Government Agencies and assuring compliance with Factory Act, Labor Laws, PF/ESI returns etc
* Supervise day-today administrative functions including vendor management for various outsourced services like canteen management, transport, housekeeping, gardening and security etc
* Managerecords/ documentation of contractors
* PrepareItineraries and supervise travel arrangement including reservation of tickets, accommodation etc

EDUCATIONAL CREDENTIALS

**Bachelor of Business Administration**•2010•WBUT University, Kolkata

**Diploma in Financial Management**•2013•SCDL

**IT Skills**•MS Office, HTML, Internet /ERP /EIP/SAP/Tally

