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## *Tapas Banerjee*

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### **Objective:**

To seek a challenging and responsible position in the fields of Human Resource Management, Administration, Establishment and I.R. Desire professional growth based on willingness to learn, perform and expedite.

- **Total Professional Experience: 18 Years 10 months in HR, Administration & I.R.**

### **Working Experience in detail:**

- Presently working in ‘**Bengal Chemicals & Pharmaceuticals Limited (A Govt. of India Enterprise)**’ since December, 2010 to till date and presently designated as ‘**Manager (HR & Admin.) & C.P.I.O.**’. Joined in ‘**Bengal Chemicals & Pharmaceuticals Ltd. (A Govt. of India Enterprise)**’ as ‘**Personnel Officer**’ in December, 2010 and was **promoted as ‘Dy. Manager (HR & Admin.)’** w.e.f. 01/04/2016 and further **promoted as ‘Manager (HR & Admin.)’** w.e.f. 01/12/2022 respectively.
- Worked as ‘**Sr. Executive- HR & Admin.**’ in ‘**Oilco (India) Limited (ISO 9001:2000 Company)**’ from January’2007 – April, 2010.
- Worked as ‘**Executive- HR & Admin.**’ in ‘**Shalimar Industries Limited (ISO 9001:2000 Company)**’ posted at **Factory** from April’ 2006 – December’ 2006.
- Worked as ‘**Executive- HR & Admin.**’ in ‘**Ultrafresh (ISO: 9001 Company)**’ from May, 2005 to April, 2006.

### **Job areas covered:**

- HR Policy Implementation; Framing, organizing, analyzing and updating Service matters etc.
- Handling issues related to Disciplinary Proceedings (Show Cause/ Charge Sheet/ Warning/ Inquiry), Vigilance Matters, Establishment Matters; Liaison with different Government bodies etc.
- Employee Grievance handling; Employee Welfare activities; Security Management; House Keeping etc.
- Handling Statutory Compliances and Legal matters under various Labour Laws like PF, ESI, Gratuity, Employment Exchange Notification, I.D. Act, Factories Act, Contract Labour Act, Industrial Employment (Standing Order) Act, Shops & Establishment Act etc.; Contract Labour Management.
- Handling issues related to Industrial Relations (**I. R.**), Trade Union handling, Collective Bargaining etc.
- Handling General Administration including Logistics, Transport Management, Infrastructure Development; Handling AMC/ Agreement with different Vendors; General Maintenance of office equipments, plumbing, power house; Handling Tendering & Purchase process, GeM Portal; Canteen Management etc.
- Handling Payroll System, Attendance maintenance and record, Leave handling; Monitoring the Time Office functions, Handling and updating Mediclaim, Group Insurance, L.T.C., Event Management etc.
- Handling Employee Engagement; Retirement benefits, Full & Final Settlement of employees etc.
- Handling Public Relations, Advertising, Communications, Net-working, and Image Building etc.
- Induction and joining formalities handling; Job analysis, preparing and reviewing job responsibilities.
- Handling all issues of R.T.I. Act, also working as Central Public Information Officer (C.P.I.O.) of R.T.I.
- Coordinating Motivation Scheme—Publication of In-house Magazine, Suggestion scheme, Attendance Reward, Appreciation letter, Organizing annual functions, competition and sport activities etc.
- Training & Development scheduling, Identifying and assessing Training needs, Training Feedback/ evaluation, Formulation of Training Calendar and Training Records, Conducting Training Program etc.
- Handling Recruitment & Selection-- Screening of CVs, Coordinating with Consultancies for getting and validating CVs, Taking Interviews, Negotiation for salary; Conducting Campus Interview etc.
- Coordinating Performance Appraisal system; Maintaining PMS score and rating database; Promotion etc.
- Handling and maintenance of files, Preparing MIS Report, different Manpower Reports; Record keeping.
- Manpower planning & analysis of manpower requirement; Maintaining record of Attrition.
- Compliance/maintenance of systems/procedures in respect of training activities as per I.S.O. procedure, Handling I.S.O Audit; Handling Trade Mark; KMC related works; Trade License; Handling Estate matters, Rental Agreement; Parliamentary & Ministry’s Correspondence; CSR activities etc. etc.

### **Trainings & Workshops Attended:**

- 1) Participated in Management Development Programme on ‘Reservation in Services’ organized by Hindustan Copper Ltd. in association with NIPM Kolkata on 18<sup>th</sup> November, 2017.
- 2) Participated in 2-Days Training Programme on “Changing Face of Industrial Relations Management in Global Scenario & Related in IR Laws” from 27<sup>th</sup> to 28<sup>th</sup> April, 2016 in State Productivity Council- Govt. of West Bengal.
- 3) Participated in 2-Days Workshop conducted by ‘HR Guru Associates’ at Park Hotel, Kolkata from 11<sup>th</sup> to 12<sup>th</sup> March, 2011 on the following topics:-
  - Knowledge of Disciplinary Action, Enquiry Procedures
  - Managing Contract Labour- Legal Issues, Compliance and Handling Outsourcing
- 4) Participated in the Training Programme on “Right to Information Act, 2005” at Scope Complex, New Delhi in June, 2013.

### **Project Experiences:**

- A Project on “Performance Appraisal System of Birla Corporation Limited” under the Guidance of the ‘VP (HRD)’ in Birla Corporation Limited, MP Birla Group Company for the period of 15<sup>th</sup> April’2004 to 31<sup>st</sup> July’2004 (3 Months Project).
- A Project on “Globalization of Business, a Study on Recruitment & Selection In International Perspective” under the Supervision of Dr. T. Chakraborty from Indian Institute of Management, Calcutta (**I.I.M., Calcutta, Joka**) for the period of May-June’2004 (2 Months Project).

### **Educational / Professional Qualifications:**

<b>Degree/ Qualification</b>	<b>Subjects/ Specialization</b>	<b>Institute</b>	<b>Board/ University</b>	<b>Year of Passing</b>	<b>Percentage (%) of Marks</b>
Secondary (10 <sup>th</sup> Standard)	Beng., Eng., Math., Physical Sc., Life Science, Geography, History and W. Ed.	B.T. Road. Govt. Spond. Higher Secondary School, Kolkata	W.B.B.S.E.	1995	72.4%
Higher Secondary (12 <sup>th</sup> Standard)	Physics, Chemistry, Math., Biology, Eng., and Beng.	B.T. Road. Govt. Spond. Higher Secondary School, Kolkata	W.B.C.H.S.E.	1997	64.3%
B.Sc. (Graduation)	Chemistry, Physics, Mathematics, Environmental Sciences, Eng., Beng.	Vidyasagar College, Kolkata	University of Calcutta	2001	52.52%
MBA (HRM) 2 Years Full Time Masters’ Degree in Business Management	Specialization in Human Resource Management, Administration, Labour Laws and Industrial Relations.	Indian Institute of Engineering Science & Technology (IEST), Shibpur (Formerly known as Bengal Engineering & Science University, Shibpur)	IEST, Shibpur	2004	58% (66.4% in Specialization)
P. G. Diploma	Labour Laws with Administrative Law	Annamalai University	Annamalai University	2012	50%

### **Additional Qualification / Certification:**

- ❖ Qualified in the **Viva-Voce Test** on 11.01.2011 conducted by the **Labour Department, Government of West Bengal** in accordance with the provisions of the WB Factories (Welfare Officers) Rules, 1971 and the WB Plantations (Welfare Officers) Rules, 1979.

**Professional Membership:** Life Member of National Institute of Personnel Management (NIPM)

### **Awards and Achievements if any:**

Achieved **Service Award and Appreciation** for '**Excellent Team Performance in HR & Administration Department**' in Bengal Chemicals & Pharmaceuticals Ltd. (A Govt. of India Enterprise) in April, 2017.

### **Computer Proficiency:**

- ❖ **Application Software:** ERP Package, MS Office Suite, Internet Applications
- ❖ **Course Attended:** Attended and studied DOEACC A Level from RCC Jadavpur University (Full Time P. G. Computer Course during the Session 2001 – 2002).

### **Other Personal Details:**

- **Father's Name** : Late Tapan Kumar Banerjee
- **Date of Birth** : 07.06.1978
- **Passport Number** : R5505780 with validity till 24/10/2027
- **Nationality** : Indian
- **Gender** : Male
- **Category** : General
- **Religion** : Hinduism
- **Height** : 5' – 10''
- **Weight** : 76 Kg
- **Areas of Interest** : Internet Surfing, Travelling, Meeting new people
- **Marital Status** : Married with 1 (one) girl
- **Languages known** : English, Hindi and Bengali

### **Declaration**

The above written particulars are true to the best of my knowledge & belief.

(TAPAS BANERJEE)

Date:

Place: