**Soumick Mukherjee**

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**Profile Summary**

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| **Professional Details**   * HR Partners & Operations * Compliance Management * Employee relation * Benefit & Compensation * Organization culture * Budgeting & Planning * OPEX | CAPEX - Controls * Team Management * Training Specialist * Vendor Management * Customer | Operational Excellence * Environment caring.   **Soft Skills**   * Strategic Thinker * Performance Oriented * Practical Executioner * Customer Centricity | * **A High-Caliber Professional** offering **over 15 years** of **experience** inthe areas of **HR Administration, Legal, Safety, Factory, COCO & Company guest house management,** and **Process Excellence with key focus of Cost** and **Operation Excellence Parameters (SLA).** * Managing compliances under E&Y (WB Factories Act, CLRA, Minimum wages, payment of bonus, Maternity Benefit, Employee State Insurance, FSSAI) Handling more than 200 blue collar staffs at shopfloor and warehouse. Labour, security and housekeeping management.Acting as an integral point of contact for safety and implementing OHS policy within the establishment. * Serve as general counsel advising BU on legal issues mainly Consumer Dispute, NI Act, Criminal and civil matter. * **Presently associated with Godrej & Boyce Mfg. Co. Ltd:** In-charge of managing a team of to drive customer excellence parameters for Operations & executions. * **Team Based Management Style:** Proven record in planning and organizing high performance teams. * **Communication and Analytics:** Efficient in verbal and non–verbal communication and keen knowledge in data management (OPEX & CAPEX) and analytics to improve decision making. * **Mission Prithvi:** As per the corporate guideline every year actively participated “Mission Prithvi” where more then 4500 trees planted PAN India. |
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**Organisational Experience**

**Godrej and Boyce Mfg. Co. Ltd.**

**Designation: Assistant Manager (Administration HR)**

**Location: Godrej Bhavan, Block GN, Plot No:30, Salt Lake, Sec V, Kolkata: 700091**

**Period: March,2015 to till.**

**Suguna Foods Ltd**

**Designation: Assistant Manager (Legal and Public Relations)**

**Location: Aahirini, Action Area 1, Newtown, Kolkata: 700156**

**Period: 2009 to Feb 2015.**

**Key Result Areas:**

* Responsible for Compliances under Factory, Shop & Establishment, Labour, CLRA, FSSAI and all the state law as required to run the operation. Managing 200 + blue collar staffs and 24 white collar staffs.
* Maintains personnel records, updates databases, and creates guidelines and FAQ documents about company policies.
* Responsible for hiring staff, developing HR policies, managing employee benefits and generally ensuring all company information is legally compliant.
* Management of company’s own properties within the state.
* Ensure the compliances of all COCO of the company.
* Providing legal advisory to businesses in the field of Consumer dispute, outstanding closure, civil and criminal matter.
* Maintains employee records, updates databases, and prepares HR documents, like employment contracts and new hire guides.
* Revises company policies, liaises with external partners ( Factory inspector, Labour Inspector) In and ensures legal compliance.
* Creates regular reports on Occupational health and safety, Hazard identification, Kaizen management.
* Answers employees' queries about HR-related issues medical policy.
* Monthly basis OPEX and CAPEX monitoring.
* Conducting infrastructure related activity. Separate budget for R&M proposed and utilization details share with higher management.
* Executing the business agreement, AMC, negotiation with land lord where the property is on rent.
* Monitor the performance of security agencies and deployment status.
* Assists payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules).
* Arranges business travel accommodations and regular coordination with tie up Hotels in Kolkata.
* Responsible for arrangement employee engagement activity as per Yearly KRA.
* Has demonstrated skills in managing records, responding to employee questions and providing operational support.
* Ensures proper implementation company policies.
* Design implementation of induction and developmental programs for all new joinees.
* Development of online portals – training need system and E-learning system.
* Managed the buddy connect system for employees reporting to RO.
* Handled Career planning linked initiatives such as Career Options, Career Conversations, and framework for Job Rotation.Tracking productivity for team in lacs/person/hour.
* Developing Manpower budgets and study variances on employee cost.
* Analyse individual performance reviews and team management.
* Active participation in review meets to understand business transitions, functional requirements, change management,
* Participate in learning platforms to communicate and strengthen understanding of the leadership competency framework. Work with cross functional teams to understand specific training needs. Handle design, program development and effectiveness evaluation for these programs.

**HRIS – Specialist / Admin**

* Work – Flow Management – New process testing & Approvals.
* HRMS – Data Analysis, Compliance control on organizational policies.
* Regulate transfers, promotions, new hire entries and severance cases.
* Monitoring process improvements (Kaizens) to improve business processes.

**Highlights:**

* Received best employee of the year award in the year 2020-21 from Godrej & Boyce, in National Conference at Goa.
* Received 7 R&R award from various achievement in during present tenure at Godrej & Boyce.

**Education & Certifications**

* **LL.b from Law College Durgapur under Burdwan University.( 2006 to 2008)**
* **B. Com from Durgapur Government College under Burdwan University. (2001-2004)**
* **Higher secondary Commerce from Hindusthan Fertilizer High School Durgapur. (1999-2001)**
* **Secondary education from Hindusthan Fertilizer High School, Durgapur. (1999)**

**IT Skills**

* **ERP:** Baan, Infor LN, Smartnet, Godrej Direct
* **Tools:** MS Word, MS Excel, MS PowerPoint, MS Outlook

**Personal Details**

**Date of Birth:** 15th June 1983.

**Languages Known:** English, Hindi & Bengali

**Address:**  East Kolkata township Project, Nirbaan Abasan, Kolkata: 700107.