

# MINTU DAS, B-COM, SPL-IN-HR, FINE-ARTS

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## PROFILE SUMMARY HUMAN RESOURCES

### Positioning HR as a Business Partner for Excellence

More over twenty years of experience in the field of Personnel / Hr & Admin./Operation, Job profile includes with recruitment & employee grievances, payroll & reconciliation, daily administration with Client management, large Fund management with all HR functions, especially in liaison part with all dept and Co-ordination with Internal and external Audit. And excessively empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset, and value-added goals.

### Signature HR Qualifications

HR Best Practices	Recruitment & Employee Relations	Staff Coaching & Mentoring
Organizational Development	Talent Acquisition	HR Policy, Process & Systems Design
Employee Performance Improvement	Leadership Development	Organization-Wide Consensus Building
Competency Mapping	Workforce Planning & Development	Statutory Compliance

## PROFESSIONAL EXPERIENCE |

**UVR NATURAL FOODS PVT.LTD. (FMCG) | Rai, Sonipat, HR | Food/Frozen industry | (Feb2022 – Present) – HR HEAD**

**SIRIUS FOOD PVT.LTD.(AI-kabeer group) | Noida, UP | Frozen food industry | (July2015 – December) SR Manager HR**

Transformed HR into a true strategic business partner in the aftermath of an end-to-end HR restructuring. Ensure company statutory compliance with respect to labour legislations and HR process. Finalization of the Salary and Wages, Bonus, Gratuity and Overtime of the employees. Controlling operational activities with operation team including recovery & collection. Managing daily Administrative Duties, with time desk management including Security, House Keeping, Transport, and general maintenance of Building, Plant and Machineries. Prepare manpower plans and budgets for HR function with large MIS report. Handling total employee Grievances & disciplinary actions for the Organization. Associate with other directors and senior executives to develop new business initiatives, foster employee engagement, and mobilize talent. HR Organization Leadership: Most senior HR in house, directing HR professionals in staffing, recruitment, benefits, executive compensation, training, leadership development, succession planning, and regulatory compliance. Ensured strategic alignment of HR with new business objectives and minimized business interruptions through execution of workforce integration plans. Enabled business growth by assessing HR cultural compatibility and talent impacts.

**SUNSHINE ENTERPRISES | South Delhi | Facility Management 9001-2008 Company | (January2013 – June2015) Manager – HR & ADMIN**

Total tender control with finalization in all different manpower & other issues. Championed HR vision while forging sustainable HR infrastructure, systems, processes, and practices. Improving the quality of manpower recruiting. Special handle for death case matter of employee including employee Grievances & disciplinary actions for the Organization. Finalization of the Salary and Wages, Bonus, Gratuity and Overtime with disbursement and reconciliation. Controlling or checking all type of purchase / sell & also billing of vendors. Engaged for Decision Making, Recruitment & Selection, Training and Development, Performance Appraisal etc. Handle with bankers regarding ATM & other dispute. Making Co-ordination within the organization & out side organization for liaison and others. Maintaining workforce expansion as per required time frame of the organization. Created and implemented hiring policies, procedures, systems, and technologies to support company's long-term growth and expansion.

**SENTINELS SECURITY PVT.LTD.** | South Delhi | Security & Facility Management 9001-2008 Company | (July2008 – December2012) **Manager – HR/BRANCH**

Branch Administration with business development. Controlling operational activities with operation team. Recovery & collection control with client management. Special care of employee Grievances & disciplinary actions and quality of manpower recruiting. Verify and Finalize payroll and all payment structure, also with disbursement of Wages, Salaries and Reconciliation. Looking for Decision Making, Selection, Training and Development, Performance etc. Making Co-ordination within the organization & out side organization. Conducting statutory Audit from outside the Company for Compliance & records. Taking various disciplinary action towards absenteeism, late attendance and other labour/staff misconducts. Train and supervise HR assistants time to time for daily work process. Maintained a close coordination for the domestic enquiry of suspended employees. Preparation of job description for all higher level position which is able to procure the resource at the desired payout level by the company.

**SHRINGAAR EXPORTS PVT LTD.** | Noida, UP | Manufactures & Exporters of Handicrafts-Jewellers-Bags | (Aug2007 – June2008) **Manager – P&A**

HR Consulted with major online retailers to help them build both on-site and remote workforces. Created staffing models and recruiting strategies to meet each client's unique requirements. Looking after P.F. and E.S.I. matters, deposition and P.F. Withdrawal with also death case of employee. Handle of court cases related with P.F. and E.S.I. matters. Checking Full and Final Payment. Handling day-to-day Grievances & disciplinary actions and organizing Staff and Workers Welfare activities from time to time. Looking for Salary and Wages, overtime, Bonus, Gratuity with all required register of the employees. Ensuring adherence to the statutory compliances with respect of factories. Carrying out induction/orientation program to the new recruits. Updating all new staff details in HRMS (Human Resource Management System).

**MODA COCKTAIL** | Noida, UP | Manufactures & Exporters of Textiles and High Fashion Garments | (April2004 – July 2007) **ASST. Personnel - MGR**

Staffing & Recruitment Associate Hired to manage recruitment and staffing for start-up venture. Helped to build company from an empty suite of offices into a full-scale operation with 35 employees (29 staff and 6 management /executive personnel). Looking after the Time Office function and general administration. Organizing Staff and Workers Welfare activities from time to time. Keeping Track with Internal and External Agencies. Maintenance of Company owned vehicles. Helping of statutory and buyer's compliances. Human Resources Associate – Managed staffing and on boarding for administrative, customer service, sales, and warehousing personnel.

**VISHESH OVERSEAS** | Gurgaon, HR | Manufactures & Exporters of ladies Garments | (September1997 – March2004) **Executive > Admin - HR**

Maintaining attendance and over time register. Preparing salary, wages and overtime register as well. Calculation of P.F. and E.S.I. challans deposition and filling up P.F. withdrawal forms. Support to arrange staff and workers welfare activities inside the company. Collection and checking daily staff attendance from security dept. Making full and final & others payment.

**ACADEMIC CREDENTIALS**

Secondary – Pannalal Institution (SEC EDU Board, WB) – 1989 Higher Secondary – Pannalal Institution (HIG SEC EDU, WB Council) – 1991 B.Com – University of Calcutta \$ Diploma in FINE ARTS.

**Modules Covered :**

\*Computer erudite with HRM,HRD, Industrial relation, Organizational behaviour, Labour law, Labour welfare, Training & Welfare, Manpower management, Social work etc.

**PERSONAL ≥**

**LANGUAGES COVERED:** Hindi, English and Bengali

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