***CURRICULUM VITAE***

# AVIJIT BIT

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**OBJECTIVE:** With over 19 years of industry experience in various organizations in the area of HR and Administration, I am seeking suitable assignments in professional organization. My objective is to accept challenges to give a professional shape, imbibe work culture to fulfill the organizational objectives and give reshape and restructure wherever necessary in order to promote the image of the organization to the employees, stake holders as well as society in general and inculcate work culture with the corporate objective.

# EXPERIENCE: HR Core Experience: 19 Years

# Have experience in NABH Audit [three times] [AMRI – Dhakuria, Nayati Health care Pvt. Ltd- Physical and Nephrocare India Pvt. Ltd – Physical, HIMS – Safedabad - Physical and two NABL Audit [Nayati Health care Pvt. Ltd- Virtual and Nephrocare India Pvt. Ltd - Physical

**CURRENT ASSIGNMENT: -** Associated with Infinity Care Hospital – Varanasi as Head HR since 27th February 2025.[NABH Surveillance Audit Conducted successfully]

**PREVIOUS ASSIGNMENTS:-**

Last Stint was with HIND Institute of Medical Science as Head HR & Operations since 15th March 2024 to 26th February 2025 - Lucknow [Final Assessment of NABH]

Was associated with Nephrocare India Pvt. Ltd. as Manager HR in Healthcare organization in Kolkata since March 2023 to March 2024.

* Ensure the smooth functioning of HR and all departments of the Centre and its new and upcoming branches.
* Sourcing of Profiles.
* Maintenance and updating Personal files of the employees.
* To ensure the legal compliances completed in time Liaisoning with labor departments, PF, ESI, etc. to protect the interest of the organization in coordination with Head HR.
* Develop systems and formats for job performance, appraisals and ensures that the appraisals are carried out regularly.
* Annual Increment and benchmarking in coordination with Head HR
* Administrative arrangements for different function / get together etc. of the organization.
* Ensuring training programmes are arranged on periodical basis through departmental head
* Prepare manuals for personnel and KRA for approval by the administration.
* Devising HR policies, reviewing and updating of the same as per the emerging needs and administer the same.
* Administrative arrangements for different function / get together etc. of the organization.
* To take the disciplinary action against the employee if reported as per the process.
* Ensuring training programmes are arranged on periodical basis through departmental head
* Redressal of grievance of employee with suitable mechanism.
* Prepare manuals for personnel and KRA for approval by the administration.
* To ensure the retention of the employees and to keep the motivation level high in the organization.
* To prepare various HR MIS reports for the Management.
* Active member of the POSH Committee.
* Key member of the disciplinary committee.

**\*\*** Worked as **Independent Freelancer Consultant** for Healthcare Sectors [May 2021 to February 2023]

1. Was associated with **NAYATI Hospital** – as Senior Manager – HR [November 2020 to May 2021]

2. Was associated **AMRI Hospital** – Dhakuria (Kolkata) as Senior Manager – HR [Since November 2019 till May 2020]

3. Was associated with **Nayati Healthcare & Research Pvt. Ltd**. [Next to CNG Pump, NH-2] Mathura, Uttar Pradesh, Pin – 281003, as Manager – HR (Talent Acquisition) and HR Operations [Since July 2018 October 2019]

4. Was associated with **Grecian Super Specialty Hospital,** Sector-69, S.A.SNagar, Mohali-160062(PB.) as Manager – HR, Mohali Location. [Since December 2017 to June 2018] [0.7 months]

 Talent Acquisition Specialist: - Recruitment of Doctors, Consultants, Paramedical, staff, Non-Medical Staff.

5. Was associated with **Paras Healthcare** initiated with the inception of Paras Hospitals, **Paras Global Hospital - Darbhanga.** First private hospital in the North Bihar region to have an ICU, cardiac facility and full-fledged in house diagnostics. Oct 2015 to Oct 2017 **(2year(s) - 1 month(s)**

 Was working in Paras Global Hospital (100 beds) after gaining experience in the same Hospital construction project.

**RESPONSIBILITIES**

**Recruitment:-**

* Paramedical [Cardiology, Cathlab, Perfusionist, Dialysis, Phlebotomist, EEG,Radiology]
* Nursing Staff [includes ANS,NS]
* Doctors and Consultants [RMO, Senior Resident Doctors, Specialist Doctors, Intensivist, ER Medicine doctors]
* Non-Medical – Pharmacy, Commercial, Billing, Administration, Security, Bio Medical, Housekeeping, IT, Marketing, Project and Maintenance]
* Taking daily morning round of each and every department.
* Putting up letters of appointments of all personnel except Consultants for issuing appointment orders, confirmation letters and acceptance of resignation.
* Various MIS Reports like cost and count data, new employees joined data to consultant for PF and ESI.
* Performance Management System (PMS) exercise through **Bell Curve Model** of all the employees completing One year of service.
* Custody, maintenance and updating personnel record.
* Develops systems and formats for job performance appraisals and ensures that the appraisals are carried out regularly.
* Effectively coordinate the Pre- Employment Medical checkup for the new recruits.
* Ensuring all JDs are current and assisting in distrusting the same.

**6. Globsyn Technologies - Globsyn Technologies Limited** is a value driven **software solutions provider** with a broad bandwidth of specialties ranging from complete technology consultancy to domain specific solutions across several business verticals. We are committed to provide high quality, in time services surpassing customer expectations through our **Onshore Consultancy** and Offshore Development through the unique **Blended Offshore Outsourcing Model.[Conducted ISO Audit]**

# Designation: - Deputy Manager – HR (02.04.2007 – 30-08-2015) -– [8 years 7 months]

* Recruitment – End to End (IT/ Support Functions)
* Manpower Planning and Resource Utilization.
* Framing Policies and Manuals.
* HR Budgeting for the Group of companies in line with Corporate Strategy.
* Personnel Administration
* Employee on Board – Joining Formalities and bringing sense of belongingness to the newrecruitees.
* Opening up Corporate Salary Account for the newjoinees.
* Maintaining Annual appraisals and monthly confirmations database and providing necessary inputs to superiors andsubordinates.
* Payroll for the Globsyn group &Consultants.
* Identification of Training need Analysis through Performance Management System[PMS]
* Attendance Management: - Maintaining Leave Records for all employees. Payment of Salary for all employees.
* HRMIS Report: Preparing various periodical reports for the Management.
* Employee Welfare Activities.
* Employee Hospitalization - Total Administration thereof.-With Zero Grievances
* Exit Interviews and release formalities.
* HR Statutory Compliances :-Good Liaisoning with Statutory authorities.[PF, ESI, Shop and Establishments]
* Employee Engagement/Communication through mail to all concerned.
* Good Liaisoning with Insurance sectors relating to Mediclaim and Accident Insurance and TPA’s.

# Achievement:-

* Renewed for Shop and Establishment under 'West Bengal Shops and Establishment Act 1963 for next three years.
* Accolades’ from seniors / Colleagues / Directors in handling critical Mediclaim cases and accident Insurance cases.

# 7. GATI LTD. – Gati Limited is a pioneer Cargo Management and Logistic Company, which provides end-to-end supply chain solution domain expertise to various organizations. [Conducted ISO Audit]

**Designation: Executive – HR [East] (26.10.2005 – 31.03.2007) – [1 year 5 months]**

* Screening of applications for selection &recruitments.
* Coordinating interviews for all positions up to certain level as per the vacancy status.
* Maintaining the Data Bank of all the employees of the East Zone along with the Joining Formalities.
* Orientation for all new employees.
* Working on HRIS (Oracle Platform)
* Identifying training needs of the staff to meet the target on a yearly basis.
* HR database maintenance and maintaining Employee Referral program.
* Internal and External Training Programs Co- ordination along with planning.
* Administrating Statutory Compliances [ESI, PF, LWF, P. Tax], visiting statutory departments in East Zone.

# 8. TOPSEL TOYOTA PVT. LTD – KOLKATA (Associated with Toyota Kirloskar Motors) Designation: H.R OFFICER-HR and IR related issues.(16.08.2004–24.10.2005):[1year3months]

* Screening of applications for selection & recruitments.
* Maintaining Personnel Records of the employees.
* Induction Orientation thru. CD’s, manuals.
* Disbursements of monthly incentives for Sales Officers as per the scheme framed by the company
* Disbursements of quarterly incentives for Service (department) as per the scheme framed by the company.
* Designing weekly training programme for service department (technicians, Body & Paint technicians, service advisors) through projectors, study manuals, on – job training, & preparation of reports for the same with supported documents & digital photographs.
* Payment of Salary for all employees.
* Maintaining Leave Records for all employees.
* Arranging travel & air tickets for company’s personnel.
* Welfare Measures inside the work place –Canteen, security, safety measures.
* **IR related** Looking after technicians in their work place, their problems, negotiating all related issues.
* Resolving internal conflicts
* Looking after all ESI and PF related matters.
* Employee motivation
* Reward and recognition programme.
* Handling disciplinary and legal issues like grievances, personnel policies, and domestic enquiry, drafting charge sheets, show cause, warning and ascertaining punishments.
* As **Associate Consultant** attached on free-lance basis with a group of individual consultants in their various consultancy assignments : **( 01.12.2003 –12.08.2004) [0.8 months**]
* **HINDUSTAN POLYPLAST: (03.04.2001 - 15.06.2003) [2 years 2 months] Designation**: Accounts cum Administration Assistant
* **A.K.DE & COMPANY : (01.04.2000 - 31.03.2001) [1 year] Designation**: Audit & Accounts Assistant

# EDUCATION: PROFESSIONAL QUALIFICATION:

* Post Graduate Diploma in Human Resource Management **(PGDHRM - 2001 to 2003)** from **Indian Institute of Social Welfare and Business Management –Kolkata.** Secured First Class.

# Specialization: Major - Human Resource Management

* **Minor – Marketing Management**

**ACADEMIC QUALIFICATION:**

**Graduation :** B.Com from City College of Commerce& Business Administration (1997)

(University of Calcutta)

**Senior Secondary (10+2) :** Passed AISSCE- CBSE from KendriyaVidyalaya - DVC-Maithon (Bihar) with

Majors in Physics, Chemistry, Biology, English & Hindi (1993).

**Secondary (Madhyamik) :** Passed AISSE - CBSE from KendriyaVidyalaya - I.T.I., Naini- Allahabad (U.P.)

With English, Hindi, Science, Social Science & Mathematics (1991).

# KEY STRENGTH AREAS:

* + Possess pleasing but strong personality & capable of getting things done.
	+ Good communication skills having aptitude for counseling people.
	+ Presentation skills.

# PERSONAL DETAILS:

Date of Birth : 22nd September 1976

Marital Status : Married having Daughter [15+ years] and Son [11+Years]

Father’s Name : Prof. H.Bit

Father’s Occupation : General Manager (Marketing) - Retired. Hindustan Cables Limited

Worked with reputed Management Institutions and currently advisor with Shriram Group.

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