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**RESUME**

- CAREER OBJECTIVE** : TO PURSUE A CHALLENGING CAREER & ACHIEVE PROFESSIONAL EXCELLENCE IN HR.
- DATE OF BIRTH** : 13-05-1969
- QUALIFICATIONS** :
- (a) B.Sc (1992) - Utkal University, Orissa
 - (b) Dip. Computer Operation & Application (1994) – Computer Training Centre, Jatni, Orissa – sponsored by Ministry of Welfare, Govt. of India.
 - (c) Dip. Personnel Management & I.R. (1996) - All India Council for Management Studies, Madras
 - (d) Dip. Materials Management (1997) - All India Council for Management Studies, Madras
 - (e) Dip. Business Administration (2000) - All India Council for Management Studies, Madras
 - (f) M.B.A. (HRM)' 2009 from NIBM, Madras
 - (g) Doctorate in HRM' 2021 from WHRPC – an International Organization.
 - (h) Certificate in Lean Six Sigma Green Belt (LSSGB) from CSSC, USA in 2021.
 - (i) Pursuing Executive Program in Strategic Human Resources Applied Analytics from IIM – Rohtak.
- MEMBERSHIP/AWARDS** :
- (a) A member of World Human Rights Protection Commission (WHRPC)
 - (b) Management and Strategy Institute Ambassador, MIS, Downingtown, PA
 - (c) Professional Membership from Institute of Scholars (InSc), Bengaluru
 - (d) Academic Excellence Award 2021 from Institute of Scholars (InSc), Bengaluru
- LANGUAGE KNOWN** : Oriya, English, Hindi, Gujarati
- EMPLOYMENT PROFILE** : Total Relevant Years of Experience : 28 years

1. **Arya Iron and Steel Company Pvt. Ltd.** Period : Apr, 2018
Barbil, Odisha To : Continue
(Arya Group)
Position Held A.G.M.-HR & Admin.
Reporting to : Head-HR (Corp) / Plant Head
Heading all HR & Admin. functions at plant site.

JOB DESCRIPTION

- Implementation, Review & Suggestions pertaining to HR policies / practices at site.
- Statutory Compliance.
- Performance Management System.
- Employee Engagement.
- Training & Development.
- Employee Life Cycle Management
- Supervision of Admin activities
- Corporate Social Responsibilities
- Security functions & vigilance

1. **KSK Mahanadi Power Company Ltd.** Period : Dec, 2008
(6x600 MW TPP), Bilaspur, C.G. To : Dec, 2017
(Group company of KSK Energy Ventures Ltd.)
Position Held Senior Manager-HR
Reporting to : Head-HR
Implementation of HR interventions / policies related to induction, training & development, performance management system, HR software, organization chart and review of HR policies

JOB DESCRIPTION

- ◆ Implementing HR policies / practices at site.
- ◆ Provide all required support to HODs in planning & meeting their workforce requirement
- ◆ Support and facilitate in promoting HR interventions related to up keeping better employee relations (i.e. KSK news updation, v-Care, Marriage anniversaries, Medclaim, Group Insurance Policy etc.)
- ◆ Ensuring effective Human Relations at works site
- ◆ Maintain all personnel records and statutory books and submits relevant compliance reports to the concerned govt. authorities.
- ◆ Support in rolling out of HR policies and procedures of the organization at site to achieve business goals and objectives.
- ◆ Assist in formulating and reviewing HR policies in coordination with top management in line with the industry standards & timely updation of the same.
- ◆ Joining formalities & comfortable settlement of the employees.
- ◆ Conducting induction programme for new joinees.
- ◆ Preparation of draft position descriptions for all the positions at site below G.M. level and facilitating for finalization of the same with top management.
- ◆ Monitor implementation of Performance Appraisal System for employees at site.
- ◆ Organize deputation of employees for training as recommended.
- ◆ Support and facilitate in promoting effective employee relations at site.
- ◆ Assisting Head-HR in his assignments such as Process Improvement activities, like; organizational diagnostic surveys, Communication channel establishment, Maintenance of

Library, assessing the training needs and designing Training and Development Plan, organizing programs for Competency Development and Individual Development.

- ◆ Support Head-HR in Career Development & Succession Planning.
- ◆ Leading the project site HR interventions in all verticals, i.e., TM, TA and L&D,.
- ◆ Support the HO HR team as per the requirement.

2. **RASHMI SPONGE IRON & POWER IND. LTD.** Period : June, 2007
Siltara, Raipur, C.G. To : Dec, 2008

Position Held
Reporting to :

Sr. Manager (P & A)
Executive Director &
Managing Director

I was looking after the following functions :

- (a) Manpower Planning & their optimum utilization.
- (b) Recruitment and Selection.
- (c) Joining Formalities.
- (d) Induction Training to new employees.
- (e) Performance Appraisal for Increment & Promotion.
- (f) Live contact with key people for team building and Harmonious Industrial relations climate.
- (g) Salary & Wages Administration.
- (h) Compliances – Internal & External
- (i) Exit Formalities.
- (j) Disciplinary Actions
- (k) General Administration
- (l) Master Database management
- (m) Insurance Claim Processing
- (n) Time Office Administration & Control
- (o) Employees' Grievance Handling

ACHIEVEMENT :

- 1) Streamlined the Timekeeping system by advising the management for procuring attendance punching system including payroll software. The same has been implemented.
- 2) Compliance of PF & ESI as per statutory compliance.
- 3) Established the system of recruitment & selection.

3. **RAMA NEWSPRINT AND PAPERS LTD.** Period : April, 1995
Vill. Barbodhan, Tal. Olpad, Dist. Surat To : June, 2007

Position Held
Reporting to :

Officer (Personnel)
Sr. Manager (Pers. & IR) &
Gen. Manager (P,A & H)

I was directly looking after the following functions under the guidance & supervision of Sr.Manager (Pers. & IR) as mentioned below :

- (a) Manpower Planning & their optimum utilization.
- (b) Recruitment and Selection.
- (c) Joining Formalities.
- (d) Induction Training to new employees.
- (e) Performance Appraisal for Increment & Promotion.
- (f) Live contact with key people for team building and Harmonious Industrial relations climate.
- (g) Salary & Wages Administration.
- (h) Compliances – Internal & External
- (i) Exit Formalities.
- (j) Implementation of ISO 9001(2000) QMS in the Dept.
- (k) Disciplinary Actions
- (l) General Administration
- (m) Master Database management

ACHIEVEMENT :

- 1) Streamlined the functions of the department under the guidance of Sr.Manager (P&IR)
- 2) Implemented qualitative work practice through systematic work practice.
- 3) Developed computerized database & various MIS reports required by the management with the help of EDP Dept.
- 4) Developed Performance Appraisal System with quantitative assessment of focused criteria mainly Functional, Behavioural and Developmental aspects.
- 5) Prepared Personnel Manual for Unionized category and Executive category separately under the guidance of Sr.Manager (P&IR) & G.M.(P,A & H).
- 6) My career had been kept on fast track by the management for excellence in performance.

ISO 9001(2000) - ADDITIONAL RESPONSIBILITY

As our company was under the process of ISO 9001(2000) certification, I was delegated the additional responsibility of ISO activities co-ordination, under the guidance of M.R. I had prepared the final DOPs of all departments in our organization as per prescribed format & standards after receiving the drafts from concerned departments for ISO 9001 (2000) certification. I had undergone the internal training programme arranged by company for Internal Auditors and was one of the Internal Auditor.

4. **QUALITY CRIMPERS PVT. LTD.**
Surat

Period : Apr., 1993
To : Feb., 1995

Position Held
Reporting to :

Office Assistant
M.D.

Besides routine office works, maintaining sales register, stock register, muster roll, share record, collection book, preparing bills/challans & gate passes for materials, arranging Board of Directors meeting, fixing appointment for M.D. correspondence with works site & parties.

5. **YOUNG MEN'S CHRISTIAN ASSOCIATION**
Bhubaneswar

Period : Oct., 1990
To : Feb., 1993

Position Held
Reporting to :

Typist-cum-Clerk
President

It was an honorary service as YMCA is a voluntary organization. Jobs include typing, filing, collecting reports on on-going programs & sending the same to foreign donor/funding agencies, arranging Board of Directors meeting, fixing appointment for the President with Govt. authorities as well as visiting persons. Besides office jobs, also involved in occasional field project jobs.

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Dr. Pradyumna Kumar Bidyadhar