SASMITA BHUYAN

MANAGER – HR | STEEL INFRA SOLUTION COMPANY LIMITED (SISCOL)
LIGHT INDUSTRIAL AREA, BHILAI CHHATTISGARH
(MBA IN HR & MARKETING)
MOBILE: +91-7879112250
EMAIL ID: sasmitabhuyan06@gmail.com



CAREER OBJECTIVE

Willing to work in a competitive and challenging corporate environment where by my education and skills are utilized at an optimum level in achieving the goals of the organization and simultaneously learning and growing with the organization.

PROFESSIONAL SUMMARY

A results-driven and accomplished HR professional with 14+ years of comprehensive experience **in strategic human resource management, currently serving as** Manager – HR at Steel Infra Solutions Pvt. Ltd. **Demonstrated expertise in aligning HR strategy with business goals, streamlining HR operations, fostering talent development, and nurturing a culture of engagement and performance. Recognized for implementing** transformative HR initiatives**,** data-driven decision-making**, and** innovative learning and development programs **that elevate organizational productivity and employee satisfaction. Possess strong exposure to** education and manufacturing sectors **in India, with a deep understanding of** recruitment**,** employee relations**, and** HR compliance**.**

EDUCATION

- **MBA in HR and Marketing | First Division (2009 – 2011)**
  Shri Shankaracharya Mahavidyalaya | Bhilai, C.G., India
  Chhattisgarh Swami Vivekanand Technical University | Bhilai, C.G., India
- **Bachelor of Arts | Second Division (2005 – 2008)**
  UTKAL University, Bhubaneswar

PROFESSIONAL PREFACE

- Strategic Planning
- Recruitment and Talent Acquisition
- Employee Relations & Welfare Activity
- Performance Management
- Training and Development
- Compensation and Benefits
- Salary Benchmarking
- HR Policy Development
- Legal Compliance
- HR Analytics and Reporting
- Leadership and Team Management
- HR & Administration, Process & Operations
- Employee Relation, Seminar, Events & Exhibitions Management.
- CSR Operations - Health, Education, Medical & Infrastructure Development
- Health, Safety & Environment, Security & Vigilance

KEY SKILLS

1. Good communication & Public Speaking Skills
2. Strategic Planning & Team management
3. Multitasking Organizational skills, Conflict Management, Decision Making

EMPLOYMENT HISTORY

1. **MANAGER | HR & ADMIN | STEEL INFRA SOLUTION LIMITED | BHILAI, CHHATTISGARH, INDIA | FEB 2023 – TILL DATE**
2. **GROUP HEAD – HR | MAA JAGDAMBE EDUCATIONAL SOCIETY | BHILAI, CHHATTISGARH, INDIA | MAR 2022 – FEB 2023**
3. **FREELANCING AS HR RECRUITER | EDUCATIONAL RECRUITMENT | SEP 2019 – MAR 2022**
4. **ASSISTANT MANAGER | HR | O. P. JINDAL UNIVERSITY | RAIGARH, CHHATTISGARH, INDIA | AUG 2011 – AUG 2019**

ROLES & RESPONSIBILITIES

- **Strategic HR Management:**
  - Develop and implement HR strategies aligned with the Institute's/university's goals.
  - Lead workforce planning, faculty/staff recruitment, and succession planning.
  - Collaborate with academic and administrative leadership for manpower forecasting and deployment.
- **Talent Acquisition & Onboarding:**
  - Oversee recruitment of faculty, staff, and administrative personnel in line with regulatory norms.
  - Manage job postings, screening, interviews, and offer rollouts.
  - Ensure smooth onboarding, induction, and orientation programs.
- **Performance Management:**
  - Design and implement appraisal systems for faculty and staff.
  - Provide frameworks for feedback, evaluation, and promotion processes.
  - Guide corrective action plans and professional development initiatives.
  - Work with managers to ensure performance goals are aligned with business objectives.
- **Compliance & Policy Management**
  - Ensure adherence to UGC, AICTE, NAAC, NIRF, and other regulatory norms.
  - Draft, revise and enforce HR policies, service rules and employee handbooks in compliance with labour laws.
  - Ensure that policies are communicated effectively to employees and consistently applied across the organization.
  - Coordinate with legal counsel for compliance, service matters, and employment law.
- **Training & Development:**
  - Conduct TNA (Training Needs Assessment) and organize L&D activities.
  - Promote continuous learning, faculty development programs, management development programs etc.
  - Coordinate employee development initiatives, including skills training, and career development plans.
- **Payroll, Compensation & Benefits:**
  - Oversee salary administration, leave management, and benefits processing.
  - Ensure timely disbursement of salaries, gratuity, PF, pension, etc.
  - Benchmark compensation with peer institutions.
  - Develop and administer competitive compensation and benefits programs to attract and retain employees.
  - Monitor market trends to ensure the Institute's compensation and benefits packages remain competitive.
- **Employee Relation & Welfare:**
  - Handle employee relations matters, including conflict resolution, disciplinary actions, and grievance handling.
  - Ensured employee relations policies are followed in accordance with legal requirements and company policies.
  - Plan and execute health check-up of all employees every year.
  - Updating of Mediclaim paper, addition name of family member of employees.
  - Ensured timely settlement of Mediclaim amount.
  - Celebration of birthday of employee on his/her birth day.
  - Presenting of marriage gift and greeting letter on behalf of company as per policy.
  - Make available list of panel hospital for cashless facility.
  - Ensured availability first aid boxes and Ambulance at site.
- **HR Analytics and MIS:**
  - Utilize HR data and analytics to track key metrics related to workforce demographics, employee engagement, turnover rates, and other HR-related KPIs. Use this data to make informed decisions and drive continuous impro
  - Maintain HR dashboards and data analytics for informed decision-making.
  - Submit periodic reports to leadership, governing bodies, and regulatory agencies.
- **Leadership & Team Management:**
  - Lead and manage the HR team, providing guidance, coaching, and support as needed.
  - Foster a positive & inclusive work environment that values diversity and promotes teamwork and collaboration.
- **Administrative Activities:**
  - Finalization of guest house and its management. Canteen management at site & guest house.
  - Transportation management for all staffs. Registration, Insurance & Maintenance of company owned vehicles.
  - Communication arrangement for staff, organization & celebration of functions, parties, picnic & other events.
  - Housekeeping & office maintenance. Allotment of accommodation to faculty staff.

- **Monitoring of CSR Activities:**

Adopting villages and are doing this activity for adopted villages viz - general health check-up camps, health care through mobile van, ITI training, distribution of books & stationery, sports kit, occasional competition programs, encouragement & adoption of meritorious poor boys & girls for higher education, basic infrastructure development like - construction of road, hand pumps for drinking water, street lights, donation & active participation.

- **Seminar, Events & Exhibition Management:**

Planned and executed a wide range of seminars, events, and exhibitions, ensuring seamless coordination from conception to completion. Seeking to leverage expertise in project management, logistics coordination, and client relations to contribute effectively to a dynamic team in the field of seminar, events, and exhibition management.

ACHIEVEMENTS

- Implemented an Effective Talent Acquisition Strategy.
- Improved Employee Engagement and Retention.
- Streamlined HR Processes.
- Led Successful Organizational Change Initiatives.
- Implemented Effective Training and Development Programs.
- Achieved Cost Savings and Improved Budget Management.

PERSONAL BIOGRAPHY

- Date of Birth : 13-June-1986
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Language Known : Hindi & English
- Permanent Address : House No-2, Ward No.-09, Shanti Nagar, Bhilai, Dist – Durg, C.G. 490023
- Present Address : House No-2, Ward No.-09, Shanti Nagar, Bhilai, Dist – Durg, C.G. 490023

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

Date **SASMITA BHUYAN**

Place **Signature**