

Asheesh Dutt

Larsen & Toubro Limited | Assistant Manager HR & Administration | Nagpur, India

BASIC INFORMATION

Experience in:	Engineering & Construction Industry
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Language:	English, Hindi, Marathi, and Punjabi.
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CAREER CONTOUR

I am unwavering, meticulous, and highly competent in the **Engineering & Construction Industry** I have a consistent record of transporting the best results-driven work with a proven ability to implement my work in an organized manner for **30+ years** of my successful career.

My expertise:- **Engineering & Construction Industry – Operations Management, Human Resources, Stakeholder Engagement, Facility Management, Compliance Assurance, Vendor Development, CSR Initiatives, Strategic Planning, Event Coordination, Training Development, Cost Management, Team Leadership, Relationship Building, Process Improvement.** I have in-depth knowledge of all management ethics. I possess effective communication skills and am a team player with strong organizational, Logistical, and problem-solving abilities.

I have great exposure to working with large-scale organizations like **Larsen & Toubro Limited (L&T), ICFAI National College.** I have well-versed skills in analysis, problem-solving, and coordination, which make me so successful and dedicated. Strong influencing and negotiation skills coupled with a proven ability to think in and out of the box, generating new solutions.

I have commenced my profession as an **Executive** and raised myself as an **Assistant Manager HR & Administration** at a reputed company. I would like to see myself growing with the passing years of hard work and dedication. I have been awarded many accolades for my result-oriented hard work.

Armed with a multitude of competencies and work experiences, I am confident to carry forward any organization's vision & objectives with sufficient ease and dedication to my job responsibility.

EXPERIENCE

Feb'2011 – Till Date | Larsen & Toubro Limited (L&T) | As Assistant Manager HR & Administration

Responsibility:-

- Oversee administrative operations for the Nagpur Area Office and Branch office, supporting approximately 180 employees across Vidarbha and Chhattisgarh.
- Build and maintain relationships with key government authorities and stakeholders to facilitate operations and compliance.
- Manage facilities, including the upkeep of the guest house and office infrastructure, encompassing housekeeping, horticulture, electrical systems, and HVAC.
- Ensure statutory compliance by accurately filing necessary returns and reports, mitigating operational risks.
- Lead Corporate Social Responsibility (CSR) initiatives and employee welfare/engagement programs to enhance workplace

culture and community relations.

- Handle purchase management, vendor development, and contract management, including Annual Maintenance Contracts (AMCs), ensuring cost-effective procurement.
- Administer time and attendance systems via SAP, assisting in recruitment, staffing, and initial candidate screening to support workforce needs.
- Coordinate logistics for events, roadshows, and promotional activities, ensuring seamless execution and stakeholder engagement.
- Implement effective organizational strategies that drive operational efficiency and growth across departments.
- Facilitate communication and collaboration between departments to achieve organizational objectives and foster a positive work environment.
- Develop and monitor key performance indicators (KPIs) to assess the effectiveness of HR and administrative processes.
- Conduct regular audits of administrative functions to ensure compliance with company policies and industry regulations.
- Spearhead employee training and development initiatives, fostering skill enhancement and career growth within the organization.
- Drive initiatives for continuous improvement in administrative processes, implementing best practices to enhance service delivery and operational effectiveness.

PREVIOUS EXPERIENCE

- *May'2004 – Feb'2011 | ICFAI National College | As Manager (Projects & Administration)*
- *July'2003 – May'2004 | Madhya Desh Paper Ltd. | As Senior Purchase Officer*
- *Jan'2001 – July'2003 | Mico Bosch D.P.R.C | As Assistant Manager*
- *1994 – 2001 | Smruti Surgicals & Medisales | As Working Partner*

ACHIEVEMENTS

Madhyadesh Paper Mills:

- Developed a new purchasing system, empaneling OEMs for genuine spare parts, resulting in significant cost savings and management commendation.

ICFAI National Colleges:

- Led the establishment of 20 new colleges, from feasibility to staffing, completing the project on time and within budget, leading to expanded roles in marketing and recruitment.

Larsen & Toubro Limited:

- Managed the compliant disposal and relocation of office property, earning management appreciation.
- Spearheaded the rapid setup of medical oxygen plants at five hospitals during COVID-19, completing installations in 15 days with high praise from stakeholders.
- Secured an order for five machines worth ₹5.5 crore, contributing to L&T EduTech's growth through strategic networking.
- Recognized by Union Minister of Transport, Mr. Nitin Gadkari, for contributions at Agrovision.

ACADEMIC FORTE

- Graduation in Commerce from Nagpur University in 1994.
- Post Graduate Diploma in Business Management from Bhartiya Vidya Bhawan in 1995.

TECHNICAL PROFICIENCY

Well versed with

- Ms office
- Windows
- Internet application

Advice for Contacting:

I'm always open to conversation, networking with like-minded professionals, or discussing future prospects. Connect with me on Linked In or contact me at asheeshdutt@gmail.com