



## **Soumyaranjan Barik**

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### **Professional Summary**

Dedicated and result-driven HR and Admin professional with over 7 years of experience across human resources, inventory management, procurement, and administrative operations. I bring a strong track record in maintaining regulatory compliance, handling payroll processing, managing employee grievances, and streamlining purchase order and inventory systems. My ability to integrate HR and operational functions has consistently optimized workflows and supported seamless branch-wide operations.

Recognized for outstanding performance and leadership during my tenures at ( BHUBANESWAR MUNICIPAL CORPORATION )in association with Lion Services (2 years) and G4S Secure Solutions (5 years), I have excelled in managing multi-functional tasks, contributing to operational success, employee satisfaction, and profitability. My technical skills in compliance oversight, inventory control, and procurement, along with a proactive approach to grievance redressal, have enhanced organizational efficiency and strengthened the workplace environment.

## Professional Experience

G4S Secure Solutions (2020 – Present)

### HR & Admin Manager

- **Compliance and Regulatory Knowledge:** Involved in ensuring that company policies align with labor laws and safety regulations, fostering a legally compliant and fair workplace environment.
- **Payroll Management:** Managed payroll processes, including benefits, deductions, and tax compliance, ensuring accurate and timely payroll for employees.
- **Employee Relations and Grievance Handling:** Actively addressed employee concerns and mediated conflicts, creating a positive and harmonious work culture.
- **Talent Acquisition and Onboarding:** Played a key role in recruiting top talent, conducting thorough interviews, and onboarding employees to align them with the company's values and goals.
- **Inventory and Procurement Management:** Effectively handled inventory control and procurement, optimizing stock levels and ensuring cost-efficient supply chain operations.
- **Performance Management:** Implemented and managed performance appraisal systems, supporting employee growth and fostering a culture of continuous improvement.
- **Administrative Operations:** Managed office operations, facilities, and resources to create an organized, efficient, and productive work environment.
- **HR Policy Development:** Developed, updated, and implemented HR policies that supported business objectives and addressed employee needs.
- **Data Management and Reporting:** Maintained and analyzed HR and administrative data, generating valuable insights to inform strategic decision-making.
- **Communication and Leadership:** Led and supported cross-functional teams with strong communication and leadership, fostering collaboration and engagement across departments.

## **Core professional experience / Competencies On inventory management**

- **Inventory Management Systems**
  - Expertise in handling inventory management software, ensuring stock accuracy, minimizing waste, and maintaining optimal stock levels. Familiar with automated systems for tracking inventory movements and generating detailed reports.
- **Purchase Order & Procurement**
  - Proficient in the Purchase Order module, overseeing procurement processes, negotiating with vendors, and ensuring timely delivery of goods while maintaining cost efficiency.
- **Administrative Operations**
  - Experience in managing daily administrative tasks, coordinating with cross-functional teams, handling documentation, and maintaining compliance with company policies.
- **Vendor & Supplier Relations**
  - Strong relationship-building skills with suppliers and vendors to ensure competitive pricing, timely supply, and quality assurance.
- **Team Leadership & Staff Training**
  - Proven leadership in guiding and training teams, delegating tasks efficiently, and ensuring high productivity.
- **Logistics & Supply Chain Management**
  - Hands-on experience in optimizing logistics and supply chain processes to enhance operational efficiency.
- **Compliance & Safety Standards**
  - Adept at maintaining compliance with company safety standards and regulatory requirements in inventory and store management.

**LION SERVICES / BHUBANESWAR MUNICIPAL CORPORATION (2018 – 2020)**

### **Store & Admin Executive**

- Successfully handled store management for the entire company, ensuring stock levels were maintained and goods were delivered on time.
- Played a pivotal role in setting up and implementing an inventory management system, resulting in better stock accountability.
- Managed all administrative tasks related to procurement, including documentation and vendor communication.

- Assisted in the development of efficient inventory policies, reducing waste and optimizing resources.
- Maintained accurate records for all incoming and outgoing goods, ensuring smooth operations.

## **Education**

- **M.A. IN ECONOMICS (UTKAL UNIVERSITY) 2022**
- **MBA in HR and Data science ( Pursuing ) 2023 in correspondence from (SHOOLINI UNIVERSITY )**

## **Technical Skills**

- ★ Compliance Management:
- ★ Data Analysis & Reporting
- ★ HRIS & Payroll Systems
- ★ Talent Acquisition Tools
- ★ Inventory Management Software: SAP, ERP, Management MS Office Suite: Excel, Word, PowerPoint
- ★ Purchase Order Systems & Procurement Software
- ★ Warehouse Management Systems (WMS)
- ★ Vendor Management & Negotiation Tools

## **Achievements**

- Improved Employee Retention: Successfully implemented retention programs,**

reducing turnover by X% and enhancing overall job satisfaction.

- Streamlined Recruitment Process: Reduced hiring time by optimizing recruitment strategies and introducing efficient applicant tracking systems, filling key positions faster.
- Enhanced Compliance and Safety: Led initiatives to ensure 100% compliance with labor laws and safety regulations, resulting in zero compliance violations.
- Boosted Payroll Accuracy: Achieved payroll accuracy of over X% by refining payroll processes and minimizing errors, leading to increased employee trust.
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- Reduced inventory shrinkage by 20% through implementation of advanced inventory control measures.
- Spearheaded the successful implementation of a new inventory management system at G4S, leading to increased accuracy and efficiency.
- Recognized as the "Best Store Manager" at G4S for exceptional performance and leadership in 2021.

## References

Available upon request.