

CURRICULUM VITAE



Chandra Kant Mishra

*MBA & LLB
Director – HR*

OBJECTIVES

- Development of a successful organization with superior workforce.
- Development of the Human Resources Department.
- Development of an employee-oriented company culture that emphasizes quality.
- Continuous improvement and high performance.
- Engaged and committed workforce.
- Personal ongoing development

PASSION

- Managing Challenges & Odds
- Enjoy Multitasking roles & responsibilities

PROFESSIONAL QUALIFICATION

- **MBA** (Master of Business Administration) with Specialization in Personnel Management (HR & IR) 1989 from University of Poona, Pune- India. Two Year full time – 1987-89.
- **LL.B** (Bachelor of Laws) – 1986 - Three Years professional degree from Bundelkhand University Jhansi, UP- India.

ACADEMIC QUALIFICATION

- **Graduation** -1983 from Bundelkhand University Jhansi, UP-India.

PROFESSIONAL EXPERIENCE

Has the vast experience in the management of Personnel, Human Resources, Industrial Relations and General Administration of nearly **25 years** including **10 years International** work profile. Playing a strategic role as HR Partner in achieving organization Vision & Mission.

PRESENT ORGANIZATION

KazStroyService is a Technology Driven Engineering, Procurement and Construction (EPC) Company, (www.kazstroyservice.com/corporate-management/kss-Kazakhstan)

KazStroyService with a global presence expertise ranks amongst the best in the world when it comes to delivering construction solutions for the Oil & Gas, Infrastructure and Industrial sectors. In a short span of time KazStroyService has grown to become a \$1.8 Billion USD company fulfilling the needs of clients through active participation and collaboration. Company's Human Resources is clocking 15000 with an excellent worldwide super skilled multi demographic combination.

OUTSTANDING ACOOMPLISHMENTS

1. As head of HR & Admin; Management & Administration of SGI/SGP Projects of Tengizchevroil's in Kazakhstan, employing multi demographic workforce of 3000+.
2. Punj Lloyd Kazakhstan had been adjudged the best HR/IR managed company among many international companies working for Tengizchevroil for their prestigious SGP/SGI projects.
3. Had been entrusted roll & responsibilities of Project Manager for two projects in Kazakhstan and on successful completion of projects have been awarded a bonus of \$ 40,000/-
4. Managed & developed three establishments of Punj Lloyd Limited in Gwalior, MP-India i.e. EDC, CWS & CTI as head of HR & Admin.
5. Handled overall project administration of prestigious Jazan Refinery Project for Petrofac International limited. An EPC Project value approx. \$1.4 billion (Tank Farms). A very successful & noticeable startup & mobilization of Project engaged multi demographic workforce to the tune of 9000+.
6. Analyzed, proposed, planned & implemented organizational structural right sizing of KSS, Kazakhstan. Restructured right sized organization achieved better performance & resulted making recordable saving on account of excellent human resources management.

CAREER PROFILE MOVEMENT

<u>Organizations</u>	<u>Period</u>	<u>Functional Responsibilities</u>
“OGCC KazStroyService” Kazakhstan – Almaty	Aug-14 -----	Director – HR (DGD –Corporate) As Head-HR of the company reporting to CEO /Chairman of Board of Directors.
Petrofac International Limited	Apr-13 – Jul-14	Project Administrator (HR & Admin) Jazan Refinery – North & South Tank Farms Project Petrofac Saudi Arabia Ltd,

Punj Lloyd Limited Gwalior – India	Feb-11 – Mar-13	Additional General Manager- HR & Admin Heading Plant, Executive Development Centre & Craft Training Institute- Banmore Gwalior (MP) – India.
Punj Lloyd Limited Kazakhstan	Jan-10 -- Jan-11	Branch Director – Turkmenistan Branch office.
Punj Lloyd Limited Kazakhstan (CIS Region)	Jan-08 – Dec-09	Dy. General Manager – HR & Admin (Regional Manager - HR & Admin)
Punj Lloyd Kazakhstan TCO-PFD- (SGP-SGI) Project –Tengiz Oil Fields	Jan-05 – Dec-07	Senior Manager (HR & Admin) Head of HR & Administration. A project employing 1000+ personnel of different nationalities
Punj Lloyd Limited Banmore Works Gwalior	Jan 03 – Jan-05	Manager (HR & Admin) as Head of HR & Admin Department
Punj Lloyd Limited Project - TATA Teleservices Bangalore - India	Jun 02 – Dec 02	Dy. Manager (HR & Admin) (HR & Admin, Accounts & Inventory).
Punj Lloyd Limited, UAE Fujairah Water & Power Project – U.A.E. (M/s Technip – Al Jaber) Abu Dhabi, U.A.E.	Jan 02 – May 02	Dy. Manager (HR & Admin) (U.A.E. Govt. Deptt. & Ministries Home Affairs, Economic. Labour & Social Justice.) Setting up Project Administrative functional Area.
Punj Lloyd Limited I S P Project Bangalore - India Spectranet Limited	Jan 00 – Dec 01	Deputy Manager (HR & Admin) (HR & Admin, Accounts & Inventory).
Punj Lloyd Limited SRU Project IOCL, Refinery Mathura India	Oct 98 – Dec 99	Deputy Manager (HR & Admin) Management HR & Admin services for 800 employees working for SRU project of IOCL Refinery at Mathura
M/s Hamilton Shoes Limited Malanpur, Gwalior (MP)	Apr-96 to Sep-98	Personnel Manager Personnel & Administration Management of Factory employing 400 personnel;
Indian Air Force	Jul 90 to Mar 96	Administrative branch of the Indian Air Force

SEMINARES / TRAININGS

1. Seven Habits of Most Effective People.
2. Effective Managerial Skills.
3. Presentation & Seminar Addressing
4. Project management & Planning

COMPUTER EXPOSURE

Thorough in MS Office Lotus Notes, HRMS and Oracle.

LANGUAGE : English (Excellent), Hindi (Excellent)
& Russian (Communicative)

PERSONAL DETAILS

Father's Name : Shri Her Narayan Mishra

Date of Birth : 1st January 1963

Marital Status : Married

Home Address : Shivalaya
BM-190 Deendayal Nagar
Airport Road, Gwalior (MP)
Phone : +91 751 4017189

Passport Details : No. J-1431126
Date of Issue - 01.10.2010
Date of Expiry - 30.09.2020
Place of Issue - Bhopal (India)

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Attachment : **Appendix -A (Career Profile)**

Chandra Kant Mishra

CARRER PROFILE

Human Resources Planning and Management

Determining staffing requirements for organizational management and program delivery,
Overseeing the implementation of the human resources policies, procedures and practices including the development of job description for all staff,
Establishing a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations,
Talent Acquisition; Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission,
Ensuring that all staff receives an orientation to the organization and that appropriate training is provided,
Implementing a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review,
Coaching and mentoring staff as appropriate to improve performance,
Creating a culture of discipline among personnel and developing a process and appropriate techniques necessary using appropriate and legally defensible procedures.

Leadership

Participating with the Board of Directors in developing a vision and strategic plan to guide the organization
Identifying, assessing and advising the Board of Directors of internal and external issues that affect the organization
Acting as a professional advisor to the Board of Director on all aspects of the organization's activities
Fostering effective team work between the Board and the Executive Director and between the Executive Director and staff
Representing the organization at community activities to enhance the organization's community profile.

Operational Planning and Management

Developing an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
Ensuring that the operation of the organization meets the expectations of its clients, Board and stake holders.
Drafting policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommending changes to the Board as appropriate

Program Planning and Management

Oversee the planning, implementation and evaluation of the organization's programs and services
Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board

Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality

Oversee the planning, implementation, execution and evaluation of special projects

Financial Planning and Management

Work with staff and the Board (Finance Committee) to prepare a comprehensive budget

Work with the Board to secure adequate funding for the operation of the organization

Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization

Participate in fundraising activities as appropriate

Approve expenditures within the authority delegated by the Board

Ensure that sound bookkeeping and accounting procedures are followed

Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization

Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

Ensure that the organization complies with all legislation covering taxation and withholding payments

Community Relations/Advocacy (CSR)

Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization

Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Risk Management

Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks

Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage

Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage