



SAYAN GANGULY

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SKILLS

- Human Resource Management.
- Talent Acquisition.
- Compensation & Employee Benefits.
- Learning & Development
- Statutory Compliance
- Appraisal Management.
- Employee Engagement.
- Human Resource Policies
- Exit Formalities

PERSONAL DETAILS

Date of Birth: 05/01/1990

Nationality: Indian.

Gender: Male

Blood Group: O+

Objective:

Talented Human Resources professional offering more than 7+ years of expertise managing employee hiring and benefits processes. Well-versed and experienced in overseeing the hiring process, implementing employment regulations and educating employees about benefits provided by the company. Detail-oriented in maintaining excellent employee records. Focused on maintaining privacy and confidentiality of employee information at all times.

Maklav Insurance Brokers Private Limited **May 2022 to Present**
Assistant Manager HR **(Kolkata, West Bengal, India)**

Certified Principal Officer/Broker Qualified Person under the stream of Direct Life and General Insurance as per the regulation 8(2) read with schedule I- Form E, Part 1 of the Insurance Regulatory and Development Authority (Insurance Brokers) Regulations 2018 (Certificate valid till 9th December, 2025)

Recruitment & Joining:

- Preparing Job Description for various positions into Insurance Broking, Identifying the source of Recruitment.
- Job posting in different job sites including Naukri, LinkedIn and into social media sites to attract new candidates within target market.
- Co-ordinate with different consultancies for closing the vacant position
- Hiring Interns from Colleges and Consultancies & Taking Interviews for Interns.
- Taking care of the Joining Formalities and Induction Process.
- Complying the Statutory norms, filling form for the Provident Fund and ESIC.
- Co-ordinating with vendor regarding ID Card, Visiting Card etc.

Attendance & Payroll:

- Maintaining daily Attendance sheet for Employees, Leave adjustment and Calculation Management.
- Preparation of Salary sheet on monthly basis. Preparation of Employee personal dossier & Incentives and Reimbursement calculation.
- Keeping track of all the details of the employees via HRMS Tool and providing training to the employees regarding the tool.

Administration:

- Catering to the General Administrative matters on day-to-day basis & looking after the disciplinary part and organizational work culture.
- Co-ordinating with vendors on daily basis which include Housekeeping, Visiting Card Vendor, Flower Vendor etc, Managing Fooding, Lodging, Travelling for Employees & Guests

- Preparation of different types of Letters. (Offer Letter, Letter of Intent, Retainership Agreement, Performance Letter, Internship Letter, Termination Letter, Release Letter, Full and Final settlement Letter, Termination Letter etc.)
- Preparation of HR Policies, Travel Policy, Sexual Harassment Policy (POSH) etc.

Employee Engagement:

- Monthly Birthday celebration, Office Party and Festival Celebration Management, Staff Award Management and engagement
- Training for various products and questionnaire session discussion.
- Conduct Annual Performance Appraisal & Providing Increment Letter.

Exit Formalities:

- Conduct Exit Interviews, Handover procedure for employees.
- Full and Final Settlement calculation and providing the letter thereafter, Release Letter preparation and other formalities management

Reneshone Corp (Remote) Human Resource Co-Ordinator Intern

**Jun 2020 to Apr 2022
(Ontario, Toronto, Canada)**

- Proven ability to develop and implement creative solutions to complex problems. Create and Edit HR related documentations, Provide clerical and administrative support to the firm.
- Worked well in a team setting, providing support and guidance. Set up and manage social media for the firm.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Used critical thinking to break down problems, evaluate solutions and make decisions. Identifying potential issues or trends & participating in Brainstorming and other projects as needed.
- Preparing presentation materials for Training activities, Conducting HR research.
- Gained strong leadership skills by managing projects from start to finish.
- Perform various activities including online filing and organizing resumes, job applications, preparing Employee Handbook and worked on a client task related to SurveyMonkey.

Strategic Business Alliance (Away Team) Human Resource Associate

**Nov 2018 to Apr 2020
(Melbourne, Australia)**

- Planned and managed recruitment activities for new hires using strategic personnel, staffing, and position management practices. Taking initial round of interviews.
- Developed and posted vacancy announcements by leveraging online, social media sites, recruitment tools to attract highly qualified candidates and develop robust Talent pool.
- Oversaw and managed onboarding processes and programs for successful integration of new, transferred or promoted employees.
- Conducted background checks on candidates by obtaining information from previous employers and references.
- Monitored employee attendance and performance, leave management, joining formalities, induction, employee documentation, addressing issues in accordance with company policies and procedures.
- Developed and coordinated employee training programs to improve productivity and performance.
- Developed and maintained positive relationships with external vendors, logistics, insurance providers and benefits administrators to establish trust and rapport.

- Various HR task for Client (Offer Letter, Appraisal Letter, Staff files audit, Salary survey, Reviewing Dairy Appointments of employees, Maintaining their employee and their client's database etc) Visit to bank for various official works, Coordination with Bank and PF vendor.
- Client works on Sales Force Software (CRM) , Client Communication, Research works for Clients, Email and Documents profiling, Data Migration from one software to other for Clients.
- Basic Legal Conveyancing Work & Worked on different Data Management Software (Internal and for Clients).

KarmYog Group of Companies
Senior Executive HR Admin

Jul 2017 to Oct 2018
(NewTown, Kolkata, India)

- Developed strong organizational and communication skills through coursework and volunteer activities. End to End recruitment & selection, campus recruitment. Pre-joining formalities & joining formalities. Induction & orientation.
- Skilled at working independently and collaboratively in a team environment. Handling employee and labor grievances. Maintaining employee's database and ensuring completion of personal files
- Organized and detail-oriented with a strong work ethic. Arranging Training & Development for employees and labors. Preparing & Implementing HR policies and procedures. Handling day to day administrative activities. Preparing and analyzing reports of Admin Dept.
- Participated in team projects, demonstrating an ability to work collaboratively and effectively. Organizing mass audition camps for vocational training. Co-ordination with internal / external departments for smooth business operations.

KarmYog Group of Companies
Executive HR Admin

Jan 2016 to Jul 2017
(NewTown, Kolkata, India)

KarmYog Group of Companies
HR Trainee

May 2015 to Jan 2016
(NewTown, Kolkata, India)

WIPRO BPS

Associate/ Advisor

Nov 2014 to Mar 2015
(Salt Lake City, Kolkata, India)

- Managed customer relations through communication and helpful interactions.
- Identified customer needs and enhanced customer experiences by providing suitable solutions.
- Worked as an advisor for British Telecom Process (My Account), UK Tech Support.

EDUCATION DETAILS

- **Barrackpore Rashtraguru Surendranath College** **2011**
Bachelor of Commerce (B.Com)
- **St. Augustine's Day School (Shyamnagar)** **2008**
12th Standard
- **Marian Catholic School (Assam)** **2006**
10th Standard