**SUPRITA BHATTACHARYA**

**HR Professional with experience into core generalist Human Resource Management**

F-106, Aditya Urban Casa, Sector-78, Noida, UP: 201301

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**CAREER OBJECTIVE**

Human Resources Management professional seeking a dynamic position in an organization that offers me a stable and conducive atmosphere and inspires me to enhance my experience and my knowledge and therefore contribute towards its growth by committed and high quality work.

**KEY EXPERTISE**

* Manpower Planning & talent acquisition
* Compensation and Benefits
* Talent Deployment & Development
* Performance Management
* Employee Lifecycle Management
* HR Policy design & implementation
* Business Development (Reactivation Model)

**CAREER SYNOPSIS**

* Working as **Sr. Manager – Human Resources** with **Master Capital Services Limited (Corporate Office) since October 2011.**

**KRA’s**

* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Analyze and modify company policies, procedures to establish competitive programs and ensure compliance with legal requirements.
* Managing a team of 7-8 members to handle all HR related affairs of the company with employee strength of about 650 on roll employees.
* Manpower Planning: Identify staff vacancies and recruit, interview and select applicants.
* Plan and conduct new employee induction to foster positive attitude toward organizational objectives & clarity of organizational policies.
* Setting up of KRAs for all the employees, periodic scoring of the same, taking measures to eliminate the pain areas- Performance management.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Handling grievances of the employees and maintaining employee relations.
* Statutory Compliances.
* Compensation & Reward Management.
* Handling & managing employee engagement & welfare activities and administration.
* Serve as a link between management and employees by handling queries, questions, interpreting and administering the issues and helping resolve work-related problems.
* Developing the exit process for the employees & dealing with the final settlement of employees when they leave.
* Developing various reports for management which make it easy to make decisions regarding the current resources.
* HR Audits including cost audit of PAN India expenses incurred by the company.
* Responsible for revenue generation through the reactivation model. Analyzing various aspects & implementation of the reactivation model. Reactivating the inactive & dead clients of the company by guiding the sales team on the new approaches that can help in revenue generation.

# Achievements

* Have developed in-house HR software, E-HR. (Employee portal) with the help of software team.
* Have developed the HR bulletin named “Aspire n Inspire”.
* Also implemented Health Mailers on monthly basis.
* Developed employee & training manual.
* Successfully implemented the reactivation model for business development.
* Worked as a **Sr. Lecturer (HR) & Corporate Relations Head** in **Capital Business School (June 2011 to 31st August 2011).**

**KRA’S**

* + Worked as a Programme Coordinator for the MBA Batch.
  + Taken lectures for Human Resource Management and Industrial Relations.
  + Handled Corporate Relations & entire Administration.
* Worked as **ASSISTANT MANAGER** – **HR & CORPORATE RELATIONS** in **New Delhi Institute of Management ( MARCH'2009 – APRIL'2011)**

**KRA’s**

* + Review resume, taking initial round of Interview; evaluate applicant’s skills and make recommendations regarding applicant's qualifications.
  + Induct new employees, give them training, explains new recruitments about their job responsibilities and informs them about office rules.
  + Handling administration related to corporate communication and operations.
  + Coordinating with different corporate houses in order to place final year students and interns.
  + Taking orientation sessions for the New MBA batch.
  + Taking substitute lecturers as and when required.
  + Miscellaneous responsibilities- assisting Deputy Registrar in operations, arranging different educational fairs and events, coordinating with the marketing department etc.

* Worked as an **Academic coordinator** in **Bohra Public School** since May 2008 to Aug 2008.

**SCHOLASTICS**

* **MA (English) from MDU, Haryana, 2016,** with an aggregate of 60%.
* **MBA (HR)** with an aggregate of 76.2% from NDIMS, New Delhi, Madurai Kamaraj University, 2010.
* **PGDBM** with An aggregate of 92.5% (GPA- A) from NDIMs, New Delhi.
* **B.Sc. (Botany Hons.)** with an aggregate of 66.2% from Delhi University**,** 2008.
* **XII (PCB)** with an aggregate of 75.4% from MODERN VIDYA NIKETAN (CBSE).
* **X with** an aggregate of 87% from St. Peter’s Convent (CBSE).

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| **COPMUTER PROFICIENCY** | MS Office, Computer Basics & Internet. |

**PROJECTS/ASSIGNMENTS UNDERTAKEN**

* Attended Soft Skill training programme at NIAM Centre, Faridabad.
* Participated in seminar conducted by ministry of HRD in NDIMS.
* Made projects and presentation during graduation on cancer, tissue culture and evolution.

**SKILLS AND STRENGTH**

* Strong Communication Skills & excellent grasping capability.
* Ability to adjust to the situation.
* Sense of Responsibility and a very hard worker.
* Innovative and Creative thinker.
* Team management and a self motivated team player, with excellent confidence & commitment.

**ACHIEVEMENTS**

* Invited by PGDAV College, Delhi University for Seminar & guest lecture.
* Rewarded Chairperson’s Appreciation awards for performance in academics during post graduation (M.B.A).
* Won many awards in extracurricular activities as well as in academics at school & college level.
* Awarded junior diploma in KATHAK (classical dancing) and in RABINDRA SANGEET DANCE with distinction.
* I was prefect at School level.

**PERSONAL DETAILS**

**Date of Birth:** 04 March 1988.

**Sex:**  Female

**Marital Status:** Married

**Linguistics:**  English, Hindi, Bengali

**Father’s Name:** Ajay Bhattacharya

I hereby declare that the above-mentioned details are true to the best of my knowledge.

Date: Signature

Place: (**Suprita Bhattacharya**)