

PUNAM DAS

9547775173, dp484602@gmail.com, Kharagpur, West Bengal, India

HR GENERALIST

Dynamic HR professional with over a year of experience in HR generalist roles, specializing in recruitment, employee relations, and HR policy implementation. Proven track record of driving recruitment efficiency and enhancing employee satisfaction. Seeking to leverage my skills as a Talent Acquisition Specialist in a forward-thinking organization that values strategic HR practices.

STRENGTHS AND EXPERTISE

Recruitment & Onboarding,
Talent Acquisition, Employee
Relations, Performance
Management, HR Policies &
Compliance

Administration, Payroll
Management, Employee
Engagement, Learning and
Development Compensation &
Benefits.

HRIS Management, ATS Tools
(LinkedIn, Naukri, Monster,
Indeed, Apna App), Microsoft
Office Suite

PROFESSIONAL EXPERIENCE

CHRP-INDIA Pvt Ltd
HR Generalist

October 2023 - November 2024

Accomplishments:

- **Optimized Recruitment Processes:** Managed the end-to-end recruitment process.
- **Policy Development & Compliance:** Spearheaded the development of HR policies including travel, leave, and ad-hoc policies, resulting in a improvement in compliance with legal standards.
- **Employee Engagement:** Conducted multiple employee engagement activities, leading to a increase in employee satisfaction scores.
- **Performance Management:** Revamped the performance appraisal system, which improved employee productivity and aligned individual goals with company objectives.
- **Payroll & Attendance Management:** Streamlined payroll processing and attendance tracking, reducing payroll errors and ensuring accurate, on-time payments.
- **Strategic Recruitment Planning:** Collaborated with senior management to establish short and long-term recruitment goals.
- **Exit Management:** Managed exit formalities for departing employees

Engaj Media
Recruiting Intern

July 2023 - Oct 2023

Accomplishments:

- **Job Posting & HRIS Management:** Created job postings that attracted more qualified applicants, significantly improving the quality of candidate shortlists.
- **Recruitment Coordination:** Effectively coordinated with hiring managers to ensure alignment on recruitment needs, resulting improvement in the quality of hires.

Accomplishments:

- Candidate Sourcing & Screening: Assisted in sourcing and screening candidates.
- Onboarding & Employee Data Management: Played a key role in the onboarding process.

EDUCATION

KD College of Commerce and General Studies ,2023

Graduate Bachlors of Science

Kendriya Vidyalaya No .2, 2020

Higher Secondary

Certification

- HRM Certification (Great Learning)
- Human Resource Certification (Tareeqa Global Solution)