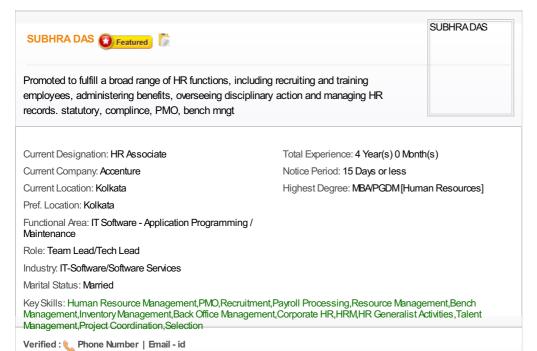


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Last Active: 22-Jan-21 Last Modified: 22-Jan-21

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Summary

Young, energetic and result oriented professional with knowledge in Hr functions like Recruitment, Selection, T&D, Employee Joining, Employee Engagement and other. Along with 1 year of experience in PMO role. Result oriented decisive individual to maintain high quality standards to meet challenges of this fast paced industry.

Possessing effectivecommunication and collaboration skills to lead and work in concert with diverse groups effectively. Dedicated and highly ambitious to achieve personal goals as well as the organizational goals. Decision making skills with a positive approach.

Friendly with an upbeat attitude.

Work Experience

Accenture as HR Associate Dec 2020 to Till Date

Accenture Services Pvt Ltd as Associate

Jul 2018 to Jul 2019

- o End to end Procurement at Ariba tool.
- o Employees On boarding process internally and client website.
- o Inventory Tracking.
- o Capacity planning.
- o Logistics.
- o Tracking of project Assets.
- o Employee database
- o Seat management at ACP portal.
- o Track actuals on a weekly basis, including timesheet creation, timesheet completion compliance, and timesheet approval compliance.
- Perform resource reporting such as roll-on, roll-off, overtime, and resource utilization.
- o Support the resource management, such as demand/supply tracker and maintain the team list.

Internal Client - Bench Management

- Resource management across location for deployment.
- o Resource Utility Pool (bench) management.
- o Roll Off Validation.
- o Deployment of new joiners.
- Seat allotment for bench resources- tracking and online trainings.
- o Weekly connect with bench lead.
- o Creating & deactivating demands on ABACUS &SMART tool.
- o Managing demands on tool.

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Important

 Using Free CV Search you have access to featured candidate profiles of Naukri. You can browse through the profiles and email the candidates of your choice directly using the email option provided. To prevent misuse of candidate information, contact details and attached resume of the candidates have been withheld.

- o Create and manage the calendar according to the requirements.
- Accenture as Associate Jul 2018 to Jul 2019

Kutchina (Bajoria Entertainment Pvt.Ltd.) as HR Executive May 2016 to Jun 2018

o $\,$ Training and Development -Training and Development Identification of training needs through Interview, Score Card & Performance appraisal system.

- o Designing Training calendar and identifying Internal & External Trainers.
- Handling Soft skills Training. Evaluating through Pre and Post Test conducting during the training program &analysing training effectiveness.
- TNA through Competency mapping.
- o Mentoring low performer for increase their performance.
- o Preparing employee confirmation, transfer, and increment letters.
- o Induction for the new employees.
- o Entireemployees joining process including payroll part through HRMS.
- Organizing various employee engagement programs. Knowledge in Event organizes. Organized mass event-Cultural programs and Sports Events Planned various Corporate Social Responsibilities through needs of society. Having lot of contacts through these activities., celebrating occasions in the organization.
- o Creating employee ID on the company portal.
- o Employee statutory ESIC and PF.

■ Emami Ltd as H.R Executive

Jan 2016 to May 2016

- o To create design and deliver the statutory, mandatory, developmental and organisational change training requirements for new and existing staff in both across all areas of the organisation.
- o Monitor regulatory requirements for staff training and competence and ensure that all requirements and subsequent changes are reflected in all statutory and mandatory training.
- o To create design and deliver L&D solutions to support the organisational change and development outlined in the overall L&D strategy using a blend of methodologies including computer based, self managed learning, remote delivery, management cascade, class room and on job learning as appropriate.
- o To provide development by coaching and 1 to 1 support where the need for this has been established.
- o To record, collate and retain management information to demonstrate progress against KPIs and departmental goals and objectives.
- o To contribute to L&D communications using a variety of mediums, mail, Intranet, paper etc
- o Attendance-biometric and leave management.
- o Prepared employee confirmation letters.
- o Employee engagement.

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Education

UG: B.B.A/ B.M.S (HR) from Techno India, West Bengal University and Technology in 2011

PG: MBA/PGDM (Human Resources) from PESIT, Bangalore in 2014

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IT Skills

Skill Name	Version	Last Used	Experience
MS OFFICE			
MIS PORTAL			

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Languages Known

Language	Proficiency	Read	Write	Speak
English				
Hindi				
Bengali				

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Projects

 Project Title: Application Tech Support Analyst Client: Sanofi-Aventis
 Nature of Employment: Full Time

Project Details: Project POC

Duration: Jul 2018 - Till Date Onsite / Offsite: Offsite

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Affirmative Action

Work Authorization

Physically Challenged: No

Employment Status: Full time

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