



**SUBHRA DAS**

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Promoted to fulfill a broad range of HR functions, including recruiting and training employees, administering benefits, overseeing disciplinary action and managing HR records. statutory, compliance, PMO, bench mngt

Current Designation: HR Associate	Total Experience: 4 Year(s) 0 Month(s)
Current Company: Accenture	Notice Period: 15 Days or less
Current Location: Kolkata	Highest Degree: MBA/PGDM[Human Resources]
Pref. Location: Kolkata	
Functional Area: IT Software - Application Programming / Maintenance	
Role: Team Lead/Tech Lead	
Industry: IT-Software/Software Services	
Marital Status: Married	
Key Skills: Human Resource Management,PMO,Recruitment,Payroll Processing,Resource Management,Bench Management,Inventory Management,Back Office Management,Corporate HR,HRM,HR Generalist Activities,Talent Management,Project Coordination,Selection	
Verified :  Phone Number   Email - id	

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 effective communication 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.
- o 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

- o Resource management across location for deployment.
- o Resource Utility Pool (bench) management.
- o Roll Off Validation.
- o Deployment of new joiners.
- o 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.



### 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.
- o Handling Soft skills Training. Evaluating through Pre and Post Test conducting during the training program &analysing training effectiveness.
- o 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 Entire employees joining process including payroll part through HRMS.
- o 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**

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

Project Details: **Project POC**

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## Affirmative Action

Physically Challenged: **No**

## Work Authorization

Job Type: **Permanent**

Employment Status: **Full time**

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