



PRIANKA BHATTACHARJEE

HR PROFESSIONAL

ABOUT ME

Experienced HR professional with near about 10 years of demonstrated history of working in different industry as HR. Seeking for a challenging role where my existing skills and qualifications will add value from the outset whilst I continue to further develop my skills & knowledge in this field.

CONTACT & PERSONAL DETAIL

DOB: 30th October, 1985
Relationship status: Single
Religion: Hindu
Father's Name: Dilip Kumar Bhattacharjee (Retd. Biman Bangladesh Airlines)
Mother's Name: Sreeti Bhattacharjee (Homemaker)
Brother's Name: Debashish Bhattacharjee (Engineer)
Address: Bashundhara, Dhaka, Bangladesh

Mobile: +8801716494941
Email: priyankabhat2012@gmail.com

EDUCATION

Masters Professional Human Resource Management
University of Dhaka - 3.66 out of 4 2018 - 2020

* Result published in Official Face book page but certificate didn't get yet from DU

Post Graduation Diploma Human Resource Management (PGDHRM) - 2012
Bangladesh Institute of Management - 3.33 out of 4

BBA - Stamford University Bangladesh (Human Resource Management) - 2009 - 3.60 out of 4

HSC - Dhaka City College - 4.40 out of 5 - 2004

SSC - Holy Cross Girls High School - 4.13 out of 5 - 2002

EXPERIENCE

RAK Ceramics (Joint venture with Dubai)
Deputy Manager - HR & Admin- 2022 to cont.

VisionSpring - USA based social enterprise
HR & Administration Lead - 2021 to 2021
Supervisee: 2

Job Responsibility: I was overall responsible for HR, Administration, Procurement, (few part) Vehicle management aligned with local & global policy.

Human Resource Responsibilities:

- Develop and maintain HR Manual, Compliance & Benefits as per the Bangladesh labor law and Global HR standards.
- Leading the recruitment, including candidate screening, reference checks, Onboarding, Induction trainings compliant with Global Recruitment policy.
- Ensure Conformation review, mid year review, annual performance appraisals are completed in line with Global performance appraisal schedule.

COMPUTER PROFICIENCY

-MS Office

AWARDS

- Achieved Stamford University Merit Scholarship thrice
- Got appreciation letter as one of best performer in Aramex Dhaka Ltd

KEY SKILLS

- Talent Management
- HRIS Software
- Payroll Management
- Performance management
- Training Need Assessment, Training contents develop and provide training.
- Organizational development
- Change management
- Review/develop HR policy, format.
- Succession planning
- Employee Relation
- Expatriate Management
- Event management
- Counseling
- Administrative activities
- Procurement
- Rent a car Management

- Work closely with Global HR staff to ensure global HR policies are adhered to.
- Maintain local HR data in Paylocity/HRIS.
- Develop TNA and arrange the training, provide training and do the Succession planning
- Adhere to Company Health, Safety Policy.
- Coordinate overall group insurance service.
- Payroll & budget
- Conflict Management, do investigation if required, Resolving Disputes, Grievance & Crisis management
- Employee engagement activities

Administrative responsibilities along with Procurement, Vehicle Management :

- Oversee all administrative tasks in the office compliance VS policies and procedures and Bangladesh legal, and statutory requirements.
- Monitor expenses and suggest cost-effective alternatives
- All Rental Car policy-making & Implementation, Ensuring proper utilization of all rental vehicles & justified agreement with the vendor.
- Lead and monitor factory administrative activities including people management, housekeeping and cleaning, utilities etc.
- Lead general office procurement (Electric equipments -TV, Fridge, Laptop, mobile, electric cattle, stationeries, Ceramic items, printing items (ID & visiting card, banner) etc. for timely acquisition of goods and services.

World Vision Bangladesh - USA based NGO
Regional People & Culture Coordinator-2017 to 2020.
Supervisee: 4

Position Purpose: Lead People Culture operations in respective region by ensuring P&C policies, procedures and practices are fully aligned to WVB and WVI policies and procedures.

ACHIEVEMENT

- Successfully implemented Change Management in WVB
- Successfully develop & implement new policy, compensation & benefit of VisionSpring Bangladesh & Freight Management Ltd.
- Successful implementation of Employee Relations in Digicon Technologies Ltd.

TRAINING ATTENDED

- True Women Leadership Workshop - 22 Hours - 2021
- Workshop on “Core skill of managers” - 3 hours - 2021
- Workshop on “Mental Health & Well being and stress Management - 2 hours - 2021
- Workshop on “Covid safety” - 1 hour - 2021
- Workshop on “Effective Orientation” - 2 hours
- Online Training on Labor Law -2020- 20 hours
- Online Training on Payroll & Income Tax -2020 & 2021 - 30 hours
- Online Training on Compensation and Benefit - 2020-20 hours

Job Responsibility:

- Talent management which includes manpower planning, job advertisement, CV screening, conduct BPS, arrange & conduct written & interview, final selection of candidate, Coordinate Probation evaluation, Mid year Review, and performance appraisal on time
- Coordinate in Investigation regarding harassment/conflict
- HR budget – Prepare & finalize budget for the year.
- Develop TNA & arrange training; Prepare training material, provide training and do the succession planning
- Conflict Management, Resolving Disputes, Grievance & Crisis management
- Lead the employee engagement activities such as events, reward management team building workshop.
- Ensure employee exit interview, full & final settlement
- Coordinate overall group insurance service.

I have worked in **Emergency Response Program, Cox’s Bazar for 4 months** and I was responsible to lead HR operations of Cox’s Bazar, Bangladesh Refugee Crisis Response Program.

Digicon Technologies Ltd. - BPO & IT/ITES solutions **Sr. Executive – Employee Relations (Lead of the Dept.)-2014 to 2015 ; Supervisee: 20**

Job Responsibility:

- Design, plan, and implement employee relations program & policy;
- Maintains positive relationship with employees to promote employee satisfaction;
- Bring key engagement idea to promote, manage and celebrate Employee Engagement Program, Reward management; Team Engagement activity
- Provide and maintain monthly budget for ER activities;
- Identify and address issues through surveys brings solutions related to employee engagement;
- Procurement for employee engagement activities

- Online Training on Job Separation and disciplinary management -2020 – 20 hours
- Workshop on Gender Equality 2019- 24 hours
- Training on Group Crisis Intervention and Assisting Individual in Crisis – 2019 – 40 hours
- Orientation on Disaster Management, standards & Emergency management system -2019 –WVB – 16 hours
- Leaders without Title – Mar 2018 to Sep 2019 – WVB – 27 hours
- Workshop on HR Analytics & Metrics - 2018-BSHRM – 5 hours
- Situational Leadership II -2017-WVB – 27 hours
- PEAKS profiling certification-2017-WVB – 48 hours
- Workshop Suicide prone -2017-WVB – 8 hours
- Human Resource Development – 2012-DCCI
- Business English - British Council – 2012 – 1 month

Reference:

Name: Saman Gunawardena, Director – GEX Logistics. +94767310353
saman@gexlogistics.com

Name: Jude Anjous, Logistic Coordinator , Relief International
 +8801740988150 Jude.anjous@ri.org

Rangs Motors Ltd. (A concern of Rangs Group)
Senior Executive – HR & Administration - 2013 to 2013 ;
Supervisee: 5

Position Purpose: I was responsible for overall HR & Administration department.

Job Responsibility: Recruitment, HR Database, Attendance Management, Performance management, Payroll Management, Administrative activities such as cleanliness. Procurement, Vehicle management.

Freight Management Ltd.

Senior Executive – HR & Administration (Lead of the Dept.)-2012 to 2013 ; Supervisee: 4

Job Responsibility: Talent Management; Develop HR Manual, Training material, provide training, Job Description, HR format; Database management; Coordinate in performance appraisal and probation assessment; provide Counseling; Payroll Management; Procurement of stationeries, Visa processing and booking ticket, Promote, manage and celebrate Employee Engagement Program.

Aramex Dhaka Ltd. – Dubai based multinational logistics & courier & package delivery

Executive – HR & Training (Lead of the Dept.)-2010 to 2012 ; Supervisee: 2

Job Responsibility: Talent management; HR budget; HRIS & Database management; Performance management; Develop TNA & arrange training; Payroll; Coordinate with insurance company regarding the service; Coordinate for disciplinary issues in coordination with Department leaders, procurement, counseling, Reward Management, Succession Planning, arranging hotel, booking tickets through agency/website.

E-Zone HR Ltd.

Executive – HR - 2010 to 2010

Job Responsibility: Recruitment; Database management; Arrange training program.