

Pritam Mukherjee

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To,
The Hiring Manager
Dear Sir / Madam,

This is the reference based on your requirement ,I am sending you my resume through this attachment please find the attachment for your perusal.

I am process driven professional expert in POSH Training and Talent Acquisition and a great motivator.

I have total 13 years+ of experience in hardcore Human Resources have people management skills also done MBA in Human Resource Management from Central University of India (Pondicherry University).

Currently working with Avadh Utopia Surat/Vapi,India's 1st Club with class as Cluster Human Resources Manager from March 2024.Capacity of the Manpower 700+ in 1 property. Dual Property with 1300 Employees.

I want to quit the current position because of this environment,they don't have any set up in India,time taken

process to set up in India.

Able to work challenging situations with my skills and abilities.

Recently I transferred to Bangalore one of the Business Partner's Company they are opening Hospitality Projects in Coorg and Bangalore, USA and UK.

www.sailakshmi.com

Done some freelance assignments of Mid Market Brands
From May 2023 to Feb 2024

Done Assignment with Sarovar Hotels Opened a premium property,

Done Assignment with Concept Hospitality (Fern Hotels) opened 2 properties

Another 1 assignment is going to complete on 31st Oct Aurika by Lemon Tree Hotels a upscale property going to open in Bodhgaya.

Worked with Eastern India's Largest Brand (2023 G20 Held with) Mayfair Hotels and Resorts ,(Mayfair Elixir) ,Mayfair Club House Purnia (60 Rooms with 450 Acres) and Mayfair River Resort Purnia (110 Rooms with 200 Acres)(Pre Opening Multi Property) as Cluster HR Manager.

Software known to me :-SAPIDS,WINHMS one of the version of Opera mostly Fern,IHG using this software.

I am expertise in

Recruitment

#Onboarding

#Payroll

#Attrition Analysis

#Manpower Budgeting

#Performance Appraisal

#Employee Engagement and Training

Monthly Townhall

Weekly Staff Event

Cafeteria Committee

Birthday Celebration

Rewards and Recognition

Statutory Compliance

Have a great understanding of :-

Shop And Establishment Act

Labour Act and Trade Union

Contract Labour Licenses

PF,ESI,PTax,Gratuity,Return Files,TDS

Labour Compliances,Minimum Wages Act etc.

#Grievance Handling etc

I believe in this position I am perfectly suitable If my profile is suitable for this position please feel free to contact me.

Regards,

Pritam Mukherjee

Please Visit My LinkedIn Profile :-

<https://www.linkedin.com/in/pritam-mukherjee-b0537739>



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HR Professional || Certified Posh Trainer|| Psychological Trainer And Behavioural Expert

- ..

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Job Role

- In HR part :-

#To ensure that the company HR operational policies and processes are adhered to and continually improved.

#To assist in all activities concerning the sourcing & recruitment of staff, performance management, staff discipline and HR administration.

#To coordinate all matters of employee work permits and visas.

#To coordinate and / or conduct departmental training and conduct new hire hotel orientation program.

#Implement corporate policies and procedures on compensation, incentive, bonus and benefits.

#Continually assesses employee morale by analyzing absenteeism and turnover records, lateness and resignations.

#Coordinate and oversee all matters related to staff accommodation, facilities, and transport.

#Coordinates, controls and inspects employees accommodation, staff canteen, rest rooms etc. ensuring it is of the highest possible standard of cleanliness and comfort.

#Coordinate employee wellness and safety programs.

#Conduct needs analysis, develop, implement, and monitor training programs and materials.

#Encourages a good standard of employee conduct and behavior and coordinates disciplinary procedure as and when necessary.

#Ensures appraisals are carried out for every employee every 12 months or as per hotels management policy, and also reviews all appraisals and follows up on development needs, if required.

#Assist in communication of key messages to all staff.

#Assist in recruitment and hiring of all employee.

Ability to remain calm and courteous in demanding situations.

#Assists other department heads / HOD's in the formulation of HR policies and procedures for their respective departments.

#Assists with and ensures that all procedures concerning promotion, transfer and staff resignation is carried on

within Company policy and also within legal boundaries.

#Assists in developing and conducting management training on a variety of leadership and HR topics.

#Assists in overseeing preparation of reports required by government agencies.

#Oversee Workers Compensation programs, ensuring claims and reports are submitted in a timely basis.

#Support operational efforts through proper staffing and training of associates.

#Assist with planning, coordinating and executing employee activities and events, including monthly staff meeting, food festivals, annual picnic, holiday party, Wellness Fair, farewell party, community services etc.

#Issue staff or training experience and conduct certificates.

#Assists in the administration of the Hotel's social and staff benefit programs Eg: Employee of the Month, Leader of the Month, and other staff incentives.

#Provide guidance to the leadership team regarding employee morale, employee relations, coaching, counselling and discipline.

#Promote employee communication activities and channels, to encourage and enable feedback from staff.

#Maintain a positive relationship with staff representatives and ensure any employee grievances are monitored and resolved.

#Responsible for all back office and administration tasks of the department.

#Oversee the management of the recruiting process including position management, advertising, working with community agencies.

#Develops and maintains confidential departmental staff and associated files, documents, pay scale details and/or other important databases.

- In Training Part :-

#Focuses on enhancing employee knowledge, skills, and abilities, and leadership qualities at every level, to improve productivity, teamwork, and the organisations overall performance, including identifying and incorporating best practices and lessons learned.

#Assesses, designs and implements effective methods, plans, and training programs for developing needed skills in management, operational, technical, commercial, administrative, and hourly employees that advance their personal, professional, and organizational capabilities, i.e., career path ladders/development.

Partners with Human Resource teams and business to develop needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the Company's goals and objectives as per the brand value.

#Works with Departmental Managers and Supervisors Company-wide in collaboration with Human Resource leaders to create individual assessment and development plans, and align training to meet related goals.

#Assesses the success of development plans and programs; offers alternatives when appropriate; and helps employees make the most of learning and advancement opportunities.

#Creates, identifies, and/or conducts job specific training, diversity and inclusion training, compliance training, supervisory and managerial training, leadership programs, mentoring programs, executive development programme etc.

#Develops and supports programs to improve and sustain employee engagement and retention that also assist in attracting candidates.

#Implements, develops, integrates, and supports Learning & Development.

#Enhances current programs such as on-boarding, succession planning, development planning, etc.

Experience

• Freelance Consultant

June 2011 - Jan 2019

Freelance Recruitment Consultant,Statutory Partner

*Engaged with Pan India Hospitality Projects in aspects of White Collar Recruitment and Mid Level.

*Done Some Pre Opening Project Recruitment from Top to Bottom.

*Worked as Consultant Partner for some properties by making challans of PF,ESI,Ptax,Returning Files etc.

*Given Several Training Classes to the Hotel Management Training Institutes.

*Done Mass Recruitment for some Institutes through Recruitment Drive

*Handled Critical Level Recruitment for Various Brands.

Worked for Sayaji Hotels,Concept Hospitality,Ambuja Neotia (Hospitality Division),The Park,Sarovar,Taj (IHCL).

Worked for Institutes :-

Dolphin School of Hotel Management,Kalyani

Nims School of Hotel Management

BNG Hotel Management Institute

Global Group Kalyani

Global Group of Institution Haldia

• Sayaji Hotels Ltd

Feb 2019 - Dec 2020

Assistant Manager HR and Talent Acquisition (Corporate Office)

Responsible for 8 Properties

Sayaji Indore

Effotel Indore

Sayaji Pune

Enrise Pune (Opened)

Sayaji Bhopal

Effotel Vadodara

Sayaji Vaodara

Sayaji Rajkot

*Responsible for all corporate and group wide management level hiring.

*Commissioned multiple hotels in terms of HR department and recruitment.

*Helping team to prepare manpower budget, implementation and presentation to various stake holders .

* Discussing and negotiating with Shortlisted Candidates

*Screening the Candidates as per our requirement.

*Our team Successfully reduced payroll cost percentage FY 19-20 & 20-21 vis-à-vis previous years

*Develop Personnel P&P as per local law & regulations including in-house usage, leave policy, termination

*Managing HR costs during and post Lockdown at an average of 30% of Revenue for the month of July-October 2020.

*Implementation of Government Skills Development program like NAPs to effectively reduce Manning Costs.

*Monitoring and implementation of labor laws and regulations..

*Successfully handled Labour Inspections and PF enquires

*Conduct annual performance review program to ensure talent development within the organization.

*Conducts entry to exit interviews to determine reasons behind voluntary separations.

*Liaising with operational departments as business partners for developing a learning & development friendly work culture.

*Responsible for making payroll, Employees enquiries regarding statutory compliances.

*Daily HR Activities, Handling Attendance, Employees Engagement and Activities to motivate employees.

*Advertise in Social Media related to any opening as per requirement.

• **Amaya Resort Kolkata NHG (IHG Hotels and Resorts)**

June 2021 - Aug 2022

Assistant Human Resources Manager (HOD Role)

This Resort is formerly managed by IHG Hotels and Resorts, Now name changed independent ownership franchised mode.

Capacity of 85 Rooms with 14 acres of Lush Green land, with 2 Restaurants, Coffee Shop, Convention Centre of 10000 Sq ft.

Worked as HOD HR,

*Responsible for all levels of Recruitments

*Statutory and Compliances

*Employees Engagement

*Payroll Management

*Special Achievement after my joining attrition got down to 15% to 3% (10% is optimal for Hospitality Industry)

• **Mayfair Hotels and Resorts (Mayfair Elixir)**

Sep 2022 - April 2023

Cluster Human Resources Manager

This is a pre opening resort with the capacity of 60 Rooms (Mayfair Club House Purnia) and another 1 property (Mayfair River Resort Purnia) 110 Rooms with the 600 acres of Land,

This is the east India's one of the oldest brand having legacy from 35 Yrs.

*Joined here as a Pre Opening Team,

*Overall 60% Recruitment done by Me,

*UAN Registration, Activation, Enrollment everything done.

*Done several Recruitment Drive and Campaigning in Nepal, Hajipur and Kolkata.

*Installed IDS software (Payroll Software)

• **Freelance HRBP and Advisor**

May 2023 - Feb 2024

Pre opening Expertise

Assignment done with Concept Hospitality, Opened 2 properties in Gujarat.

Assignment done with Lemon Tree Hotels in Bodhgaya (A Upscale branded property is going to open as Aurika). Currently Working with Mayfair Hotels And Resorts Pre Opening Properties.

Recruitment in all levels as per maintaining the SOPs and requirement.

Registration for PF, ESI and Ptax for challan generation.

Different types of licenses making.

• **Avadh Utopia (India's 1st Club with Class)**

March 2024 - Till date

Cluster Human Resources Manager

Having 2 properties in Surat and Vapi,

115 Rooms, 8 Restaurants, 6 Banquets, Club, Gym, Own Cinema Hall, Game Zone etc.

Manpower Strength 682

Out Sourced 174

Having a team of 7 People in HR, Heading the HR team.

• **Transferred to Sai Lakshmi Industries**

July 2024 - Till date

HR and Talent Capital Lead

It's one of India's most Sustainable Development Company, I transferred here to Bangalore from Surat as it is one of the Business Partner's Company.

They have verticals in Fashion, Hospitality, Real Estate.

Aranyani the most Luxurious Ladies Bag Brand Export to UK

Essensai is the Real Estate Verticals.

Hospitality they are upcoming restaurants coming in USA, UK and India.

Also They are coming Ayantana Resort in Coorg also coming 2 properties in Bangalore with the hand of ITC Hotels.

Education

- **Annamalai University** 2011
BSc Hotel Management ,Tourism
B
- **Pondicherry University** 2021
MBA (Human Resources Management)
B+

Skills

- *Talent Acquisition (Across all levels) *Pre Employment Screening *End to End Recruitment *Exit Interview
- *Payroll Management Through Excel (60%) IDS WINHMS SAP
- *Statutory Compliances *Great Understanding with PF,ESI,Ptax,Shop And Establishment Act,Gratuity, Bonus,Maternity Benefit,Trade Union
- *Employees Engagement *Birthday Celebration *Employees Well being (Physical Examination) *Town Hall *Rewards and Recognition
- *Posh Training *Formation of a Internal Posh Committee
- *Traning *Soft Skill Training *Executive Development Programme *Psychological Behaviourial Training Attributes * Etiquettes and Sop of Organizational brands
- *PMS *Performance Appraisal *HRMS Implementation *Attrition Analysis
- *HR Cost Planning and Allocation *Internal Talent Mobility *Team Leadership
- *Conflict Resolution *HR Audit *Induction and Orientation *Discipline and Advocacy *Vendor Management *HR Policy and Procedures *HR Strategy
- *Learning Development *Subject Matter Expert *CSR activities

Publications

- **Specialist in Professional Graphologist**

Learning the intricacies of the field, can efficiently analyse any handwritten note and understand the mental state of the writer while curating it. As it mainly focuses on handwriting, Graphology also incorporates psychological analysis. Though a Graphologist's day-to-day tasks might vary according to the sector they are working in, the following pointers elucidate upon the roles and responsibilities one needs to fulfil while working in the field:

Analysing handwriting samples of different people.

Taking the help of calibrated templates, microscopes and magnifying glasses to assess the height of letters as well as the angle and degree of slant in someone's handwriting.

Identifying how much pressure a writer is utilising which helps in analysing their emotional energy.

Using graphological theories to interpret their findings.

Interests

- Watching TV,Painting

Languages

- English,Hindi,Bengali

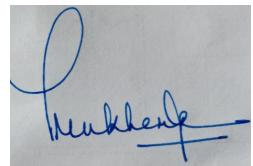
Reference

- **Rishi Neoge - Howard Johnson Bengaluru**
General Manager
+91 98185 19715
- **Sabyasachi Chatterjee - Courtyard Marriott Shillong**
Director of Sales
+91 90070 72244

- Chandan Chanchal - The Manohar Hyderabad
Vice President (Operations)
+91 91487 92640

Additional Information

Above all information are true as per my knowledge.

A handwritten signature in blue ink, appearing to read "Pritam Mukherjee".

PRITAM MUKHERJEE