

Pronob Mukherjee

West Delhi, Delhi, India



prnb@outlook.com



[linkedin.com/in/pronob-mukherjee-171362b9](https://www.linkedin.com/in/pronob-mukherjee-171362b9)

Summary

An overall experience of five years and counting across diversified functions in HR Shared Services ,Workday,HCM,Export/Import,Publishing,CRM . Well versed with Outlook,Excel,Salesforce,SAP etc

Experience



Senior Analyst

Wipro Digital Operations And Platforms

Nov 2021 - Present (2 months +)

Uploading EIBs (Enterprise Interface Builder),Gross Ups,Seasonal,Semi Monthly,Bi Weekly,Charts,Auditing GDPR requests,Ad hoc queries,Client Servicing,Payroll



Analyst

Wipro

Oct 2019 - Nov 2021 (2 years 2 months)

Processing contracts/drafts offer letters, personnel files requests, GDPR retrieval tools,EIBs processing,Payroll-Seasonal-Charts-EIBs,Job Change events ,Workday



Team Member

Wipro

Apr 2018 - Oct 2019 (1 year 7 months)

Processing service queries,CRM,Internal requests,GDPR retrieval, personnel files processing



Assistant Exports

S.Chand Group

Nov 2014 - Apr 2018 (3 years 6 months)

Marketing mailers, product catalogues, shipment status, proforma invoices, follow ups

Education



Delhi University

B.com(Programme), Business/Commerce, General

2013 - 2016



Kendriya Vidyalaya

All India Senior School Certificate Examination, Commerce

2011 - 2012



Kendriya Vidyalaya, Vikaspuri

Secondary School Examination (Class X), General Studies

2009 - 2010

Skills

Offer Management • General Data Protection Regulation (GDPR) • Client Relations • Business Strategy
• Research • Social Media • HR Consulting • Import/Export Operations • Contract Management •
Microsoft Office

Honors & Awards



Shimmer award - Wipro HR Shared Services Limited

Sep 2019

Received the award for outstanding performance.