

# AYANTIKA DEB

## HUMAN RESOURCE BUSINESS PARTNER

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### PERSONAL PROFILE

Experienced human resource business partner with a demonstrated history of working in the operations domain. Responsible for aligning business objectives with employees and management in designated business units. Key added values were; developing and implementing strategies that support the organization's goals, such as recruitment, employee relations, performance management, and training and development. Additionally, was responsible for ensuring compliance with applicable laws and regulations.

### PROFESSIONAL EXPERIENCE

#### Human Resource Business Partner, Quality Kiosk

*Dec 2021 - Present*

- Worked closely with the organization's senior leadership team to align the organization's human resources strategy with its overall business objectives.
- For retention and PIP cases, implemented strategies that will engage employees and make them feel valued, appreciated, and secure in their roles by creating an environment that encourages employees to stay with the organization and training them as per needs.
- Developed and implemented an effective onboarding and induction process for new employees.
- Developed and monitored overall HR strategies, systems, tactics and procedures across the organization.
- Responsible for managing the payroll process, managing employee benefits, and resolving any payroll-related issues.
- Monitored employee engagement and satisfaction levels and develop strategies to improve them.
- Analysed data and trends to identify areas of improvement and Manage the exit interview process.
- Formulated partnerships across the HR function to deliver value-added service to management and employees that reflect the organization's business objectives.

### INTERNSHIP

#### Human Resource Intern - TATA Steel

*May 2021 - Jul 2021*

- Assisted with recruitment and onboarding processes, including scheduling interviews, conducting background checks, and preparing new hire paperwork.
- Assisted the HRBP for development and implementation of human resources policies and procedures.
- Maintained employee records in accordance with applicable legal requirements.
- Prepared reports and presentations related to human resources activities.

### EDUCATION

Post Graduate Diploma in Management (Human Resource), Universal Business School	2022
Bachelor of Arts , Nowrosjee Wadia College	2020
Higher Secondary Certificate, Loyola School, Jamshedpur	2016
Secondary School Certificate, Loyola School, Jamshedpur	2014

### SKILLS AND ABILITIES

- |                             |                         |                          |
|-----------------------------|-------------------------|--------------------------|
| • Microsoft Office Programs | • Strategic Thinking    | • Coaching & Mentoring   |
| • Advanced Excel            | • Change Management     | • Conflict Resolution    |
| • Talent Acquisition        | • Relationship Building | • Performance Management |
| • Leadership                | • Business Acumen       | • Diversity & Inclusion  |

### COURSES & CERTIFICATION

- Advanced Excel - Microsoft Excel - Udemy
- Recruiting: Talent Acquisitions & Hiring
- Introduction to Hiring and Recruitment Strategy
- Boolean Search for Recruitment and Sourcing

### EXTRA CURRICULAR ACTIVITIES

- President of Arts & Culture Club at UBS
- Winner of MNC by placement club UBS
- Event Management of Arts & Culture Club at UBS
- Completed 7 years in Classical Bharatanatyam Dance