

Contact

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www.linkedin.com/in/deblinasingh1909 (LinkedIn)

Top Skills

Team Management

Management

Employee Relations

Deblina Singh

HR Manager

West Bengal

Summary

As an Hr Manager, I am responsible for recruiting and managing personnel in an organization. Some of the duties are attracting valuable employees, administering payroll and benefits, organizing training sessions, managing staff transactions, observing personnel performance, tracking expenses, and maintaining human resources information confidentiality. Constant training in order to update their professional knowledge is required for this role.

The following achievements demonstrate my qualification for this position:

Being a the HR Manager, has to manage major section of the activities within the organization.

Spearheading a wide range of human resources functions—including recruitment, appraisals, and change management—to generate streamlined, efficient operations and achieve organizational objectives.

Innovating dynamic policies, programs, and initiatives to optimize organizational performance and improve employee relations while providing ongoing advisement and feedback to senior management teams.

Designing customized training materials and conducting seminars, programs, and workshops to drive staff education and development efforts within a broad array of topics, including professional development, leadership, and diversity.

Establishing solid and trusting relationships through exceptional communication skills; utilizing superior organizational, interpersonal, and presentation skills to propel programs and teams to peak results. Analyze cost alternatives and benefit options for providing employee benefits

Ensure 100% compliance with employee related regulations and laws.

Assist in hiring by screening and interviewing candidates.

Oversee management of employee related inquiries.

Maintain smooth intra- and interdepartmental work flow by cooperating with co-workers.

Listening to HR-related issues and concerns of employees and bringing these concerns to the notice of the Management.

Experience

WEBSKITTERS TECHNOLOGY SOLUTIONS PRIVATE LIMITED

HR Manager

January 2018 - Present (2 years 8 months)

Bandhan Bank

Cro

October 2016 - February 2017 (5 months)

shiv sai graphics

Senior office executive

April 2013 - September 2016 (3 years 6 months)

Kolkata Area, India

Wipro Limited

Tech support

October 2012 - January 2013 (4 months)

Kolkata

Education

West Bengal University of Technology

Master of Business Administration (MBA), Human Resources Management and Services · (2010 - 2012)

University of Burdwan

bachelor of computer application, BCA · (2007 - 2010)