

**TANMOY GUHA**  
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## **PROFILE SUMMARY**

A professional with sound knowledge of 6 years in HR, would like to succeed in an atmosphere of growth and excellence by utilizing professional skills and techniques to achieve organization oriented targets and goals in terms generating revenue by recruiting high level of potential candidate as per required skill sets.

## **CAREER TRAGECTORY**

ORGANISATION NAME	INDUSTRY	DESIGNATION
Quess Corp Pvt. Ltd.	Facility, Hospitality & Security	Assistant Manager – HR
Millennium Silicon Services (India) Pvt. Ltd.	US IT Recruitment	HR Assistant
Paramount Surgimed Ltd.	Medical Instrument Manufacturing	HRBP - Senior Executive
IBM Daksh Business Process Services Pvt. Ltd.	BPO	Senior Team Leader Ops.

### **Quess Corp Pvt. Ltd.**

November 2021 to till date...

Facility, Hospitality & Security  
Assistant Manager – HR  
Gurgaon & Delhi

- Achieving Recruitment targets business wise from Ground level to Top Level Management candidates etc.
- Final negotiation.
- Documentations, initiating induction in business aspect and Regional aspect also.
- Ensuring 100% salary release for new joiners.
- Ensuring Welcome Kit, IT Assets handover for all new joinner across all business PAN India basis.
- 100% adherence for Employee Grievances across 3 business PAN India Basis.
- Taking 1005 care of a team with 4 HRBPs, 2 Assistant Manager HR Ops and 2 HR Executives.
- Coordinating between client and internal teams for better execution.
- Driving 100% Employees Referral Program to meet Recruitment Targets.
- Planning, Launching and Driving several types of attendance drive during Festive Season to meet Client Targets as per Business Requirements.
- Successfully handling Employee Performance Appraisal process.
- Working for Employee Attrition percentage.
- Taking care of Employee Retention Process across all Businesses PAN India basis.
- Taking HR Round Interview with IJP Team to close the position.
- Driving successfully 100% Employee Engagement program across all business PAN India Basis.

### **Millennium Silicon Services (India) Pvt. Ltd.**

US IT Recruitment  
HR Assistant  
Delhi/NCR

May 2021 – November 2021

- Initiated Induction & Documentation process for US IT Recruitment Process.

**Paramount Surgimed Ltd.**

Medical Instrument Manufacturing Plant  
HRBP - Senior Executive  
Noida

February 2019 – May 2021

- 100% adherence for Employee Grievances for all employees.
- Manage end to end life cycles of the employees.
- Responsible 100% salary release for new joiners.
- Make performance improvement plans on the basis of functional and operational feedback Calibri of the employee
- Workforce planning and employment- Recruiting strategies, Campus hiring, promotions and terminations
- Assisting with processing employee grievances, overseeing engagement programs and other employee relations work
- Ensured that all company HR procedures and guidelines are followed
- Collaborated with the management heads to meet and exceed all initiatives
- Manage end to end life cycles of the employees
- Identify process gaps to improve and optimize processes
- Work closely with Business unit heads and different functions to understand the business
- Retention of the employees by performing engagement activities, managing and distribution of equal work flow requirements
- Attend daily stand ups to track the performance of the assigned functions
- Took care of Employee Retention Process.
- Awarded with Excellence in Talent Retention.
- Awarded with Super Talent Achiever Award.
- Awarded with Excellence in Talent Acquisition.

➤ MBA with HR & Marketing Specialization (Regular) in the year 2017-2019 from Adamas University.

**Paramount Surgimed Ltd.**

Medical Instrument Manufacturing Plant  
HR Executive  
Noida

December 2016 – July 2017

- 100% Recruitment drive to meet recruitment targets.
- Ensured 100% of documentation, onboarding process for all recruited candidate.
- 100% adherence for Employee Grievances for all employees.
- Worked for Employee Attrition percentage.
- Ensured 100% salary release for new joiners.
- Took care of Employee Retention Process.
- Best Recruiter Award for consecutive 6 months.

**IBM Daksh Business Process Services Pvt. Ltd.**

Business Process Outsourcing  
Senior Team Leader Operations  
Kolkata

November 2009 – November 2016

- Post sales International Customer Service Executive — Voice & Non Voice, both.
- Took Care for all types Post Sales Escalations.
- Meeting Attendance Targets to achieve Daily ACHT, Call Release.

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## EDUCATION

QUALIFICATION	INSTITUTION	UNIVERSITY	SUBJECT	YEAR
MBA	Adamas University	Adamas University	HR & Marketing	2019
B. Com.	E.I.I.L.M.	Sikkim University	Commerce	2012
Intermediate	B.M.A.	W.B.H.S.E.C.	Accountancy	2003
High School	B.M.A.	W.B.S.E.C.	General	2001

## AREAS OF EXPERTISE

- Recruitment
- Onboarding
- Induction
- Documentation
- Training & Development
- OJT Succession Planning
- Employee Engagement
- Employee Grievances
- Employee Performance & Appraisal
- HR Software
- Driving several types of Incentive Policies
- Driving Referral Policies
- IJP Candidature Final Selection
- Employee Retention planning
- Exit Interview
- Exit Formalities
- Team Handling
- Planning for 95% attendance drive during Festive Session
- Ensuring 100% hassle-free business drive by HR

## PERSONAL DETAILS

DATE OF BIRTH : 08<sup>th</sup> December, 1984.  
FATHER'S NAME : Mr. Tapash Guha.  
MARITAL STATUS : Married.  
LOCAL ADDRESS : Sushant Lok 3, Block F, Building No. 201, Near Children's Park, 2<sup>nd</sup> Floor, Gurgaon - 122003.

## DECLARATION:

I hereby declare that the above mentioned information is correct to the best of my knowledge and I take the full responsibility for the correctness of the above mentioned particulars.

(TANMOY GUHA)

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