

MAHUA MUKHERJEE (SARKAR) M.COM, MBA (HR)
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Objective: To deliver the best efficiency in solving problems with an attitude of ensuring the growth of the organization and thus helping myself in building my knowledge and experience.

Summary:- Senior Human Resource Generalist with more than 11.5 years experience as HR – Generalist and Office Administrator. Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance like PF – ESI – P.TAX – Bonus – Gratuity and Leave. Also Excellent knowledge in Time Office – PMS (Software) – Tally (ERP.9) – ERP (HR).

Highlights:-

HR Department Startup	Staff Recruitment & Retention	Orientation & Onboarding
Employment Law	Employee Relations	Training & Development
Office Administration	Benefits Administration	Performance Management
HR Policies & Procedures	Pay roll Administration	Organizational Development

Professional Experience

**Currently Working:- SRINIVASA INFRA BUILDCON INDIA PVT. LTD.--- (PUNE):-
Currently Working**

Position:- HR- Manager (Profile- HR- Generalist) (From 2022 to Present)

Company:- Petromech Pipe fittings & Convertex and Gada Group-

Contract Base due to COVID -19.(June ,2020 – June 22)

Designation:- HR & Admin Executive.

Functions:- HR & office Administration & Personal Assistant.

Functions:- **HR**---Recruitment & Selection – PayRoll – Salary break up- Gross salary- CTC – Inhand Salary- Employee Induction- ISO AUDIT– Performance Appraisal Procedure – Exit procedure .

Company:- Accurate Engineering Company PVT. Ltd.- Manufacturing Company(Pune)

Duration:- (1 year 6 months) (November,2018 to June, 2020)- Lockdown due to COVID-19.

Designation:- HR Executive.

Functions:- Recruitment & Selection – Statutory Compliance - Training & Development – Performance Appraisal Procedure – Exit procedure – HR – Policy making.

Company :- Hariom Enterprise .

Duration:- 4 years 5 months -(June,2014, to Nov,18).

Designation:- HR Executive.

Functions:- Recruiter, Recruitment & Selection procedure – Payroll Management - Exit Procedure.

1st Company:- Supreme & Company Private Limited - Manufacturing Company.

Duration:- 3 Years. (June,2007 to March, 2010).

Designation:- HR – Executive.

Functions:- HR – Generalist :- Recruitment & Selection – Training & Development-
Statutory Compliance – Policy Making – Exit Procedure.

Project work:- (2010-2011)- 1 year.

Experience relating to HR Activities :-

Recruitment & Selection:-

- Collection of Manpower requisition.
- Preparation of JD for the Post.
- Analysis key functional areas for the post.
- Find out the sources for the prospective employees.
- Internal Sources & External Sources.
- Use different sources cost effectively.
- Uses of Naukri Portal.
- Job posting or Advance searching.
- College Campus Interview
- Contact with different Consultancies.
- Negotiation with them.
- Shortlisting of CV and Screening Process.
- Telephonic Interview :- First round – Face to face interview – 2nd round- technical Interview – 3rd Round- Final round and finalise CTC and Fixed DOJ.
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Joining Formalities:-

- List of documents.
- Verification with Original Copy.
- Verification from Previous Company.
- Formation of salary Structure & approved from higher Authority.
- Issue of Offer Letter and provide information for acceptance.
- Issue of Appointment Letter & getting acceptance from the candidate immediately.
- UAN Generation or Activate.
- ESI Number Generation.(If applicable).
- E- Pahechan Card issue & medical Card Issue.
- Employee induction to the company by mail and Face to face.

Evaluation of Recruitment Process:-

- Lead time analysis.
- Yield Ratios of Recruitment process.
- Monthly Report Generation
- Monthly Recruitment Cost statement preparation
- **SWOT** analysis of recruitment process.

Training & Development:-

- Training need identification
- Preparation of Skill Matrix & Competency Mapping.
- Preparation of TNA Sheet for each level of employees
- Preparation of Training Budget
- Steps to be followed for reducing Cost.
- Preparation of Training Calendar

Compulsory training for each employee:-

- Orientation Training
- Onboarding Training
- Motivational Training

Different types of training:-

Practical arrangement for On-the-Job Training Methods.
Practical arrangement for Off-the-job Training Methods.

- Process of training evaluation
- Monthly training report preparation.
- Monthly training cost sheet preparation.
- **Training attained:-**
- **Pay roll training ERP ---- Training for statutory compliance ----**
- **Training for 5s application in Manufacturing Company.-**
- **ISO training for Management Representative Documentation part ---**
- **Occupation Health and Safety Assessment Series (OHSAS)**
- **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) ACT, 2013 .**

HR and Office Administration :-

- Maintain and update company databases
- Organize a filing system for important and confidential company documents

- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events
- Record keeping of Cuorior Services
- Supervision of the House Keeping Staff
- Carefully distribution of Company's Assets like, Mobile- Simcard, Identity card, Office Dress and other materials. Proper record should be maintained. At the time of Exit, all these assets must be properly collected from employees.
- Alertness about Electricity Fault, Telephonic Disturbance & Generator system.
- Consciousness about Supply of Drinking Water & First Aid Treatment.

Salary administration & Statutory compliance:-

- Salary structure - PF calculation - ESI calculation - P.tax Calculation - CTC & Inhand salary.
- Gratuity calculation – Bonus Calculation.
- Leave calculation as per Act. & time office (PMS software).
- **Contract Labour MGT**.Examine the Salary of Contract Labour according to Minimumwages, examine the attendance register, wage register, leave register, bonus register of contract labour which are maintained by the Contractor.
- Examine monthly PF Challan & ESI Challan of the contract labour .
- Medclaim policy renewal. W C Policy for Workers.

Statutory Compliance:-

- **Factories Act 1948** :- Health & safety policies – Child labour protection – Welfare policies- quarterly health check-up- Factory inspection – documentation-Wage Registrar.
- **ESI ACT 1948** :- E Pahechan Card issue – form 37 issue- Monthly challan generation. claim settlement for employees.
- **Contract Labour (Regulation & Abolition Act) 1970:-** Application of the Act- Verification of License and all the documents of Contractor.
- **Employees Provident fund & Miscellaneous Act 1952** :- UAN generation – PF calculation Per month -Employer contribution & employees's contribution. Challan generation – Online form 10C – Online form 10D.
- **Bonus Act 1965** :- Application of the Act. – Statutory Bonus calculation as per Act.- Yearly Bonus payment.
- **Gratuity Act 1972** :- Application of the Act.- Calculation of Gratuity as per Act.Calculation of Gratuity as a part of CTC.
- **Maternity benefit Act 1961:-** Application of the Act.- Leave calculation as per Act, **Benefit as per Act.**
- **Minimum wages act 1948** :- Application of the Act- Minimum wages according to Zone Wise- Skilled – Semiskilled – unskilled employees.
- **Payment of WagesAct 1936-** Application of the Act with in the Company.

Performance Appraisal Procedure:-

- KPI & KRA analysis.

- Preliminary Performance evaluation after one month of Joining
- Half- yearly Performance evaluation form
- 360 degree performance appraisal.
- Analysis of Performance evaluation and Corrective actions plans

Employee motivations:-

- Performance base increment policy - Employee award & reward Policy
- Employee welfare Policy - Employee satisfaction Survey
- Annual function.

Policy Formation:-

- Recruitment Policy - Health & safety Policy - Canteen Policy
- Group medical policy - Tour & Travel Policy - Anti-Harassment Policy
- Travelling & food allowance policy
- General rules & regulations of the Company.

Disciplinary Actions :-

Different types of misconduct & Disciplinary actions policy.

Major Misconduct :- Disciplinary Actions.

Minor Misconduct:- Disciplinary Actions.

Exit Procedure:-

Resignation Letter & Notice period.

Exit Interview , Proper handover process, Clearance from HOD,

Exit amount calculation & Provide Experience Certificate

Employee turnover ratio --- Monthly & Yearly

Attrition Rate :- Monthly & Yearly

Monthly Exit Report Preparation

Analysis the reasons of Employee Turnover.

Education:- B.com – 1st class- from Burdwan University – W.B.
M.Com.- 1st Class from Burdwan – University- W.B.
M.B.A (HR)- 1st class from Burdwan University. W.B.

Project Work:- HR Policies & Procedures – BERGER PAINTS.

Technical Skill and Soft Skill

- MS Word, MS Excel, Power Point, V lookup , H lookup & Pivot table ,Outlook,& Net Searching.
- Good Communication Skill, Good Negotiation Skill, and Good Inter personal Skill and Good Presentation skill, Patience, Creative thinking , Speed & Accuracy.
- Language Known:-English, Hindi, Bengali.

Hobby:Listening Music, Dancing & Reading story book.

DOB:- 18/11/1981

Address: Magarpatta,Hadapsar, Pune, “ I do hereby declare that the above information are true to the best of my knowledge”----- (Mahua Mukherjee - - Sarkar)