

SUMMARY

Over 3 years of progressive **Human Resources** experience across diverse sectors, including **IT Services, IT Product, Fintech, E-commerce, and Hospitality**. Proven success in all facets of the HR lifecycle, encompassing **Talent Acquisition (IT & Non-IT), Performance Management, Compensation & Benefits, Employee Relations, Onboarding/Offboarding, Background Verification, and Employee Engagement**. **Demonstrated proficiency in HR data analytics and impactful presentation skills, leveraging advanced Excel and PowerPoint** to effectively communicate HR insights and strategies.

SKILLS

- Appraisal process implementation
- Recruitment and onboarding
- Background verification (manually and through service channels)
- Exit formalities
- Payroll
- HRMS: Greyt HR, HROne (equivalent to Workday)
- Microsoft Excel (Advanced, VLOOKUP, XLOOKUP, Pivot Chart, and Table)
- Microsoft PowerPoint
- ChatGPT, Gemini
- Google Suite
- Power BI (beginner)
- Internal communications
- Odoo
- Application Tracking System
- HR policies development and implementation (Employee handbook, recruitment strategy, exit formalities, appraisal policy, holiday list, appointment letter, offer letter, time sheet)

EXPERIENCE

06/2024 - 12/2024 **Human Resources Business Partner, Hotel Trader LodgiQ India Pvt. Ltd., Bangalore, IN**

- **Responsibilities: (70% of talent acquisition and 30% of HR operations)**
- **Internal Stakeholder Management:** Conducting needs assessments with business representatives from diverse teams to determine the requirements for different positions.
- **Crafting Job Descriptions:** Developing job descriptions for a range of positions.
- **Recruitment / Talent Acquisition:** Engaging in talent acquisition efforts to fill critical senior-level and director-level vacancies within the organization, encompassing both IT and non-IT departments.
- **Sourcing & Screening:** Screening and shortlisting candidates sourced from multiple platforms, including LinkedIn Corporate Recruiter, other job boards, and employee referrals.
- **Exposure in ATS: Working with the ATS (Application Tracking System) to get to know accurately about the resume.**
- **Virtual Interviews:** Scheduling virtual interviews with overseas panelists.
- **HR Audit: Conducting a thorough review of all relevant documents, including the offer letter, and appointment letter, before release.**
- **BGV initiation:** Coordinating background checks for new hires.
- **Onboarding and offboarding formalities:** Conducting comprehensive onboarding sessions for new hires, utilizing PowerPoint presentations to provide a clear and informative overview of all relevant information.

- **Amendment of HR Policies:** Formulating and executing HR policies and procedures that align with organizational goals.
- **Performance Review and Appraisal:** Conducting employee performance reviews and developing a comprehensive performance appraisal process.
- **Positions that worked for:** Senior Full Stack Engineer, Senior Back-End Engineer, Director of Data Integration, Business Analyst, QA Engineer (Automation), Senior UI Developer, Senior Machine Learning Engineer.

05/2023 - 06/2024 **Human Resources Manager, TheCodeWork, Bangalore, IN**

- **Responsibilities include: (70 % recruitment 30 % HR generalist)**
- **Recruitment (IT & Non - IT):** Recruiting and hiring candidates to fill vacant roles, from junior to senior roles.
- **Employee Engagement:** Working on organizing several virtual programs like "Hackathon" and "annual event" to connect people remotely and office goers.
- **Assignment and Screening test:** Organizing the screening test and assessment (as required) for the interview process.
- **HR policies:** Implementing HR policies like Employee handbook, leave policy, Exit policy, PIP, Appraisal policy etc. in a documentation.
- **Positions that I work for:** Django Full Stack Developer, Graphic designer intern, social media manager, Digital marketing executive, project manager, AI/ML intern, Laravel Full stack developer, front end Intern
- **Tools:** Google Suit, Slack

02/2022 - 05/2023 **Human Resources Executive, Data Template, Bangalore, IN**

- **Irresponsibilitysponsibility includes: (Recruitment)**
- **Internal Stakeholder Management:** Working with the cross-functional team to understand the job requirement based on that craft a job description and post to various channels.
- **External stakeholder:** Working for Bangladesh branch, and client: Dubai.
- **Vendor Management:** Collaborating with several vendors to close the positions and maintain the report.
- **Organize the Walk-in:** Solely organize the walk-in for freshers to close the junior positions.
- **Exposure in ATS:** Working with ATS tools, to get the accurate profile of the candidate.
- **Performance Review:** Participated in performance review for the cross functional team members.
- **Positions I worked for:** QA - Automation, JavaScript developer, Python developer, Content writer (C2H), Business development executive, AngularJS Developer, iOS Developer, MuleSoft Engineer (Bangladesh) SAP Architect with mobile application (Dubai), UX Designer (Dubai).
- **Tools:** Naukri, LinkedIn, Slack, and HRMS.
- **Recruitment done for: inhouse, Bangladesh and Dubai**

07/2021 - 02/2022 **Human Resource Generalist (Internship), Protium Finance, Mumbai (Remote), IN**

- **Responsibilities Include (40% recruitment, 60% HR operations)**
- **Working on MIS Report:** Developing and maintaining HR Management Information Systems (HRIS) reports for the 13 branches in the West region, encompassing Mumbai and Gujarat.
- **Onboarding and Email ID Generation:** Working on smooth process of onboarding of a new joiner and worked on his email id creation.
- **Campus drive for freshers:** Collaborating with premier institutions such as IIT-Bombay, LPU, IIT-KGP, and ISB to conduct successful campus drives. This includes shortlisting potential candidates based on defined criteria, organizing interview panels, and ensuring a smooth virtual interview process.
- **The Positions that I worked for:** Chartered Accountant (CA), Director- Legal, Credit Manager, Branch Manager, Sales (Referrals), Tax consultant, Data Science - Team (through campus drive).
- **Tools:** Shine, Monster, LinkedIn, Microsoft teams

- 01/2021 - 07/2021 **Human Resource Associate (Internship), Aplus Topper , Hyderabad (Remote), IN**
- Answered phone calls and routed clients to departments.
 - Developed or implemented recruiting strategies to meet current or anticipated staffing needs.
 - Sourced, qualified and conducted screening interviews with job candidates.
 - Searched for qualified job candidates using computer databases, media advertisements or employee referrals.
 - Interviewed job applicants to obtain information on work history, education or job skills.
 - Position closed: Python developer (intern), content writer, front-end developer (intern).
 - Tools: LinkedIn
- 07/2017 - 11/2020 **Assistant Teacher, Ratnakar North Point School, Kolkata , IN**
- Worked as an assistant teacher for middle school and High school
 - Subjects: Mathematics, computer, and Statistics

EDUCATION AND TRAINING

- Expected in 09/2025 **Master of Professional Studies, Data Analytics And Generative AI**
Indian Institute of Technology - Guwahati, Guwahati, Assam
- 10/2023 **Post Graduation - Diploma , Advanced Program of Human Resource Management**
Indian Institute of Management - Lucknow, Lucknow
- 08/2020 **Master of Arts, Economics**
Maulana Azad College , Kolkata
- 06/2016 **Bachelor of Engineering , Information Technology**
St Thomas College of Engineering & Technology, Kolkata

ACTIVITIES AND HONORS

- Recitation,
- Public Speaking.
- Keynote Speaker of HR

ACCOMPLISHMENTS

- **Accomplishments:** Hardworking faculty member during the time of Covid, performing and delivering lectures through online.
- Closing the positions of Ui designer, and content writer within shortest time period from Data Template.
- **Awards:**
- Securing first position in technical tech talk, in Data Template.
- Securing second position in Debate competition in Data Template.
- Securing second position in Blog Writing in Data Template.
- **Honors:**
- Participated and got acknowledged as a Keynote speaker by one of the HRMS product based organization.
- Participated and Got acknowledged as a Panel member from another organization.
- **Nominations:**
- Nominated as a "Guest Speaker" from AIFOD.
- Nominated in "Women in Leadership Award" from " World Business Leader Conference."

CERTIFICATIONS

- Certifications in Professional Human Resource Management.
- Certifications in Marger and Acquisition.
- Certification IN Administrtive Human Resource Management.
- Certification in Data Analytics.
- Completed beginner level in German from Vivekananda Institute of Foreign Studies securing A.

LANGUAGES

Bengali: First Language

Bengali: C2

Proficient (C2)

Hindi: C2

Proficient (C2)

English: C2

Proficient (C2)

German: A1

Beginner

TEST SCORE

- National Employability Test securing 60 percent.
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MICROSOFT EXCEL EXAM

- Advanced Excel Exam by NASBA

HUMAN RESOURCE EXAM

- Conducted by NASBA and LinkedIn