

## **SOUMEN CHAKRABORTY**

Balaka Abasan, Flat No. A/8-1/7

P.O – Newtown, Kolkata – 700156

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Mobile No. - 09830775507



### **Human Resource Professional: 17 years' expertise in Recruitment, HRIS & Operations**

**Industry Preference: Banking & Finance, Real Estate & Manufacturing**

#### **CAREER ABSTRACT**

Experience in talent acquisition and co-ordination of the same across Pan-India. Highly organised professional with ability to handle complex tasks / situations. An effective communicator with exceptional interpersonal and relationship management skills with additional skill of managing back office operations like CV shortlisting, issuance of appointment letter, documentation of employee credentials, HRIS and exit formalities.

#### **CAREER CONTOUR**

<b>Srei Equipment Finance Ltd. (NBFC)</b>	<b>Sr. Manager – HR</b>	<b>since April 2000</b>
<b>Electric Equipment &amp; Engineering Company</b>	<b>Accountant</b>	<b>Apr'98-Mar'2000</b>
<b>K. K. Poddar &amp; Associates (CA Firm)</b>	<b>Accounts Assistant</b>	<b>Jan'95-Mar'98</b>

#### **Accountabilities:**

##### **Talent Acquisition**

1. Sourcing CV's and shortlisting candidates from various sources(Websites, Job Portals,3<sup>rd</sup> Party Consultants etc.)
2. Conducting of interview process.
3. Compensation negotiations.
4. Cibil score checking.
5. Candidate background check.

##### **Operations**

1. To ensure timely completion and adherence to Post Joining formalities.
  - Preparing the Compensation Proposal of prospective candidates
  - Issuance of Offer letter
  - Issuance of appointment letters after checking all the relevant documents
  - Creation of personal files
  - Coordinating and liaising with accounts department, Regions and Branch for opening Salary Account with Axis Bank.

2. To ensure timely preparation of the following MIS :
  - a. Monthly Report on complete Employee Data
  - b. Monthly Report on New Joinees
  - c. Monthly Report on Resignation Status
  - d. Monthly Report on Employee Confirmation
  - e. Monthly Report on Transfer Cases
  - f. Monthly Report on Special Allowance cases
  - g. Monthly Report on Employee Information (for IT, Reception, Dispatch and Library departments)
3. To interact and coordinate on a regular basis for efficient processing of employee salary and benefit matters, with:
  - a. Axis Bank (for opening of Salary Account)
  - b. Insurance Department
  - c. Accounts Department
  - d. ESI representative
  - e. Branches and Regions
4. To ensure timely completion of the Settlement Due Process of the departing employees.
5. To communicate and coordinate with the Accounts department, Branches and Regions on a regular basis for following up on employee related matters.
6. To prepare and ensure timely dispatch of all increment letters.
7. To ensure timely preparation of Lease Agreements for Company Leased Accommodation and follow-up with the landlords and the respective Executives.
8. To prepare Consultant / Advisor contracts and maintain their Personal Files.
9. To maintain and update all active and inactive employee files.
10. Maintain Internal Auditor, Statutory Auditor & Shops & Establishment matters.
11. Maintain ESOP Distribution of the Company.
12. To carry out any other duties as entrusted by the Head HR and Vice President HR as and when required.
13. To Process PMS system.
14. To prepare and implement HR Policies.

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#### **IT SKILLS**

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Operating Systems:	Dos, Windows 9x, 2k, 7 & 10.
Software Knowledge:	Ms - Office, Fact, Tally, Oracle8i.
Networking Knowledge:	Internet, Intranet, Wifi & LAN

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#### **CERTIFICATIONS**

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- Certificate Course in Mass Communication and Journalism from Institute of Inspiration & self Development.  
Year of Passing: 2007
  - Graduate Diploma in Computer application from The Institute of Computer Engineers (India).  
Year of passing: 1998. Grade: A (75%+)
  - Certificate Course in Computer Science from LCC (Lakhotia Computer Center). Year of passing: 1998  
Grade: A (70 %+)
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### SCHOLASTICS

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- Pursuing PGDM (Specialization in HR) from All India Management Association
- B.Com from Calcutta University. Year of Passing: 1996

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### Major Achievement

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- 3000 employee's migration process completed from 3i Infotech to Vara United (Pvt.) Ltd within one month with help of my two assistant.

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### PERSONAL DOSSIER

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Date of Birth: 14<sup>th</sup>. July 1976


Marital Status: Unmarried

Permanent Address: C/o. Mr. Monoranjana Chakraborty, P.O. Michaelnagar, P.S. Airport, Kolkata – 700 133,  
☎: +09836655886 ®

Hobby: Listening News & watching football (Telegraph Cup winner 2009)

Languages: English, Hindi & Bengali

Reference: Will be provided on advise.



Date: 14.07.2017

Soumen Chakraborty