**HUMAN RESOURCES PROFESSIONAL**

Proactive and results-driven HR-Professional with more than 4 years of (full cycle) recruitment experience, and 5 years of Administration & Management related experience.

**AREAS OF EXPERTISE**

*HR Department Startup*

*Job Description Creation*

*Posting Job Opportunities*

*Sourcing/ Screening/Interviewing*

*Compensation Negotiations*

*Pre-employment Checks*

*Orientation & On-Boarding*

*Cultural Diversity/ Networking*

*Employee Relations*

*Benefits/ Payroll/ Filing*

*Training and Development*

*Recruitment Strategy*

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**PROFESSIONAL EXPERIENCE**

**HR-Recruiter Intern**

*American Civil Liberties Union, (Non-Profit, Nationwide) New York, NY June 2013 – Nov 2013*

* Worked closely with the Human Resources staff including HR-Generalists, HR-Coordinators, Talent Acquisition Specialist, and HR-Manager on recruitment, selection and diversity and inclusion programs
* Provided administrative support for all HR functions, including filing, copying, and general correspondence.
* Identified recruitment sourcing strategies, and provided up-to-date weekly tracking reports related to full-cycle recruitment activities and monitored multiple HR e-mails
* Developed job descriptions, posted new job openings using job boards, universities, social media tools, mail-merges, plus researched on finding alternative job boards, attended multiple career fairs and build talent pool for future openings
* Participated in candidate assessments, applicant screening, scheduling interviews and trained new HR-Interns
* Reviewed resumes, conducted telephone and in-person screening of applicants, and continuous communication to hiring managers to schedule interviews, provided feedback, and next steps information
* Daily preparation of candidate matrix, salary comparison, hiring approval request & Memo’s, drafting offer letters, sending rejection letters, data entry, maintaining employee files, manually and electronically and worked on many Ad-hoc projects

**HR & Operations Assistant**

*SAAVN, LLC (Global, Tech Start-Up) New York, NY Jan, 2010 – May 2013*

* Assisted with the full-life-cycle of the recruiting and hiring process for the several companies under the [212] Media umbrella
* Helped establish HR department with the HR-Manager on recruitment and retention, staff development, compensation, HR records management, company policies development, and legal compliance for creating the company handbook
* Managed Smartrecruiters (ATS) for tracking and screening applicants, posting on job boards, social media, and talent pool.
* Reviewed resumes, conducted telephone and in-person screening of applicants, and continuous communication to hiring managers to schedule interviews, provided feedback and next steps information
* Managed onboarding process for new hires, and actively worked with immigration lawyers for H1B Visa/Green card
* Assisted with the administering of benefits programs such as life, health, dental, disability insurances, pension plans, vacation, sick leave, leave of absence
* Used ADP-Total source for payroll, benefits, compliance, and maintained employee files, manually and electronically
* Provided administrative support for all HR functions, including filing, copying, general correspondence, and administered annual performance reviews and ensured compliance of daily operations, plus worked on many ad-hoc projects
* Reporting on various metrics including turnover, headcount, and compensation
* Support HR team, handle employment verifications, hire and terminated employees in the system, and solved tech related issues

**Owner/GM**

*Express Café & Bakery, New York, NY May 2007 – Nov 2009*

* Managed day-to-day operations over 15 employees in a 24/7 business
* Tailored and implemented company rules, policies and procedures
* Stored inventories, tracked business expense, organized schedules, conducted payroll.
* Computed and managed inventory, as well as, accounts receivables and accounts payables
* Closed a very high stake transaction with the small business bank (CIT) for depreciated assets

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**EDUCATION**

The City College of New York, June 2014

*Bachelor of Arts*, Major: Business Administration and Management/ Minor: Economics

Kingsborough Community College, June 2012

*Associates of Arts,* Major: Business Administration and Management

**SKILLS**

*Key Qualities:* Articulate, client focused, self-directed, detail-oriented and exceptionally organized

*Technical Skills:* Microsoft Office Suite (PC & MAC), ADP Enterprise & Total Source, MS Dynamics, Workshare, ICIMS, Smartrecruiters, and Jobvite

*Linguistic Skills*: Tri-lingual; fluent in English, Bengali & Hindi