

DEEPARNA DUTTA

HUMAN RESOURCE

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PROFILE SUMMARY

Dedicated HR Professional with more than 3 years of experience in various HR functions such as Staffing management, Organizational and Employee Development, Compensation & Payroll Administration, Reporting, Employee engagement and Job Description Review. Looking for challenging position to excel functionally into HR.

PROFESSIONAL SKILLS

End to end Recruitment	HRIS (Greythr, ZOHO Recruit)	People Mangement
HR Policies and Procedures	Payroll Management	

WORK EXPERIENCE

BM Consulting Pvt. Ltd., Pune

May 2019 – Present

HR Generalist

- Solely Handle all the HR functions within the organization.
 - Interfacing with the management and heads of departments to implement HR policies and Procedures.
 - Managing the recruitment life- cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new/ existing departments.
 - Executing the entire process of recruitment encompassing sourcing, screening, selection and appointment, Onboarding, etc.
 - Carrying out induction programs for new recruits and exit formalities for left employees.
 - Updating all new staff details in HRMS.
 - Developing and maintaining MIS reports and other operation reports involves processing daily attendance, updating leave records, payslips, etc.
 - Verifying references and ensuring qualified candidates are selected.
 - checking and processing employees' salaries on a monthly basis and ensuring their compliance with PF, ESIC, PT, etc.
 - Respond to employees' questions about benefits (for example, the number of vacation days they are eligible for).
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EDUCATION

PGCHRM

XLRI, Jamshedpur

2021 – 2022

PGDM– Human Resource/ Marketing

MILE, Pune – AICTE

2018 – 2020

BBA, General

XITE, Jamshedpur – Kolhan University

2014– 2017

HSC, Science

Govind Vidyalaya, Jamshedpur – CBSE

2014

CERTIFICATIONS

- Overview of HR and Payroll Processes – Udemy
- Face Reading; Profile People easily (Basic Level) – Udemy

PERSONAL DETAILS

- **Date of Birth:** 14 June 1995
- **Language known:** English, Hindi, Bengali
- **Marital Status:** Unmarried
- **Current Address:** Kothrud, Pune