



SHREYASI SEN

SENIOR MANAGER HR ADMIN

CONTACT



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LINKEDIN PROFILE

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CORE SKILLS

- Human Resources Management
- Leadership and team management
- Talent acquisition and Recruitment
- Memorable Onboarding & Induction
- Employee Relations & Engagement
- Training and Development
- Performance Management
- Strategic Planning
- Payroll
- Legal & Compliance
- Compensation & Benefit

PROFILE

A Sr. HR Admin professional with 12+ years' experience in handling HR and admin for MNCs and Start Ups.

Known for empathetic, positive thinker, problem solver, dependable and extremely passionate in helping others.

Orchestrating Human Resources for Organizational Excellence and plays a crucial role in aligning the organization's HR practices with its strategic goals, creating a positive productive work environment, and supporting the growth and success of both employees and the company as a whole,

OVERALL SHAPES SUCCESS BY BRIDGING PEOPLE AND STRATEGY

EXPERIENCE

Valuepitch E Technologies Pvt Ltd (IT & ITES), Mumbai

April 2019 – Till Date

Designation- Senior Manager HR Admin

- Strategic HR Planning:** Developing and implementing HR strategies aligned with the organization's overall goals and objectives. This involves anticipating HR needs, analysing trends, and planning for workforce changes.
- Talent Acquisition and Recruitment:** Overseeing the recruitment process, from job posting and candidate sourcing to interviewing and selection. Collaborating with department managers to identify staffing needs and ensure the organization attracts and hires top talent.
- Employee Relations:** Managing employee relations matters, including conflict resolution, disciplinary actions, and performance improvement plans. Ensuring a positive work environment and handling sensitive employee issues professionally.
- Training and Development:** Identifying training needs within the organization and designing or implementing training programs to enhance employee skills and knowledge. This could include onboarding, leadership development, and continuous learning initiatives.
- Performance Management:** Designing and managing performance appraisal systems, setting performance goals, providing feedback, and addressing performance issues. Ensuring that performance evaluations are fair and consistent.
- Compensation and Benefits:** Overseeing the design and administration of compensation and improvised unique benefits programs. This includes salary structures, bonus plans, health insurance, and other trendy employee perks.

TOOL USED

HRONE

GOOGLE SHEETS & FORMS

CHATGPT

CANVA

DESIGN.AI

LOOM VIDEOS

SURVEYMONKEY

CERTIFICATION

- HR Katalyst
- Train the Trainer

EDUCATION

Passed **PGDPM** from National Institute of Personnel Management, Kolkata, 2011 with 60%

B.Sc. from Calcutta University Kolkata, 2006 with 63%

Completed **Diploma in Information Management System** from NIIT, Kolkata 2007 with 82%

Personal Information

Nationality: Indian
Married

Hobbies:

Exploring new places
Adventure sports

- **HR Policies and Compliance:** Developing and maintaining HR policies and procedures in compliance with labor laws and regulations. Keeping up to date with legal requirements and ensuring the organization's HR practices are in line with them.
- **Employee Engagement:** Developing strategies to enhance employee engagement and morale. Creating programs that encourage employee involvement, recognition, and a positive work culture.
- **Succession Planning:** Identifying high-potential employees and creating succession plans to develop and prepare them for future leadership roles within the organization.
- **HR Analytics:** Using data and analytics to make informed HR decisions. Analysing HR metrics such as attrition rates, recruitment effectiveness, and engagement levels to drive improvements.
- **Change Management:** Assisting in managing organizational change, whether it's related to mergers and acquisitions, restructuring, or other significant transitions. Helping employees adapt to changes and minimizing disruptions.
- **HR Technology:** Evaluating and implementing HR technology solutions such as human resource information systems (HRIS) and talent management platforms to streamline processes and improve efficiency.
- **Leadership and Team Management:** Leading the HR team, providing guidance, coaching, and mentorship. Ensuring that the HR department functions smoothly and collaborates effectively with other departments.
- Overseeing and managing multiple branches, ensuring Hiring consistent implementation of HR policies and practices across all locations while fostering a cohesive organizational culture.
- **Audit Management:** participated in various audit processes, including Info Security Audit, ISO information security audits, HIPAA compliance audits, and SOC 2 Audit, GDPR Audit. Proficient in conducting assessments, ensuring compliance, and implementing corrective actions.

Highlights:

- *Successful hiring in all levels approx. 70 per year, bulk hiring in limited time.*
- *Conducting Job fair of 300 crowd*
- *Increased employee strength from 18 to 250 in different location*
- *Different location Branch setup and Emp Hiring- Pune, Tirupati, Telangana*
- *Effortless memorable onboarding using Ai tools*
- *Different employee engagement program like Fitness challenge, workcations, Ai drive workshops, interactive session during lockdown, health camp, Unique Rewards and Recognitions etc*
- *Employer Benefit introducing NAPs scheme.*

HR Admin Coordinator
Stanford English Academy (Educational Institute) – Navi Mumbai
Jan 2016 to April.2018

HR -MIS

- Employee & student database management
- Event coordination & participation, Presentation preparation
- Accommodation & travel support
- International agent communication
- Grievance handling & escalation
- Academic program oversight
- Vendor sourcing & contracts
- Policy development assistance
- Workshops & training organization
- Student counselling & support
- Website maintenance & SEO
- Employee engagement initiatives

- Recruitment & Selection
 - Internet sourcing, referrals, cold calling
 - Preliminary interviews and screening for Teacher and Professional trainer profile.
 - Salary negotiation and terms
- Induction & Orientation
 - New joinee (student)orientation programs
 - Academy policy and procedure communication
 - Class scheduling for students
- Joining & Exit Formalities
 - HR document preparation
 - Legal documents & registration
 - ID card and account arrangements

Icon Projects Inspace Pvt Ltd (Interior Designing)- Mumbai-Mulund West
2nd Feb, 2015 to 30th Sep15

HR Admin-PRO

HR Responsibilities:

- Employee database management
- Full and final settlements
- Welfare activity coordination
- Communication channel updates
- HR letter/document preparation
- Employee Engagement: Newcomer orientation, Induction, Grievance resolution, Vendor management
- Administrative Tasks: Asset, and facility management, Policy introduction and updates, Travel and accommodation management for MD and employees
- Reports & Interviews: Telephonic interview (Designer, site engineer ,supervisor), candidate screening, Exit interviews, Job description review.

SKF INDIA LIMITED (Leaders in Bearings Manufacturing)- Kolkata
3rd Dec, 2009 to 31st Jan, 15
HR Admin Associate

General Administration •

- Managed end-to-end facilities, vendors, and administrative functions.
- Handled employee relations, grievances, and harmonious work environment.
- Coordinated events, including international travel arrangements.
- Led 5S, CSR initiatives, and Recognition & Rewards programs.
- Maintained personnel records and prepared HR reports. time tracking

Statutory Compliance:

- Giving support to the Professional Legal Consultant, maintaining Legal Register, Preparing letter for renewal of Trade License, Shops & Establishment Submitting Professional Tax to the bank every month Maintaining notice board

Employee Engagement & Event Management:

- Facilitating Employee Engagement Activities month on month, like Training, quiz competition and birthday celebration, Conducting Picnic, Annual Sports, Cultural Programme, New Year Party

PEPSICO INDIA HOLDINGS PVT LTD (Snacks Manufacturing)- Kolkata
Feb'08 – Dec'09
Admin Associate

- Preparing and updating of Other Agreements
- Bill checking and FOM Making, taking approval from Sr. Manager Rechecking the status of the invoice payment,
- Idea of manning, Monthly ER communication with the o/s employee
- HR provision making and given clarification to Commercial Head
- Look after the accommodation & travel desk, look after the Guest House, Maintaining Library
- Organizing, and facilitating the training Programs and ensuring the full participation

1 year Internship in NIIT Limited Kolkata as an Academic Councillor

hereby declare that the information given above is correct to the best of my knowledge.

Date:

Signature