

NILANJANA MITRA



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Looking for opportunities in Human Resource, preferably in Real-Estate /BFSI/ Telecom Engineering/ Education/ Manufacturing/ Retail/ FMCG / Consumer durables/ Consulting/ Travel & Tourism/ Oil & Gas/Hotels / Hospitality/ HealthCare / Architects etc.

PROFILESUMMARY

- HR professional with approx.10 years of commendable success in HR, Administration and HR Training & Development(HRD).
- Recruitment, HR Operations, Employee Management & Employee Grievances, Performance Management System, Attendance and Leave Management, Payroll, Statutory Compliance, Organizational Development, HR Analytics, HR Audit, etc.

SKILLSET

Communication
Leadership
Innovation
Decision-Making

Flexibility
Grievance Handling
Teamwork
Time Management

Problem Solving
Negotiation
Motivation
Training and Development

ORGANISATIONAL EXPERIENCE

HR TRAINING & DEVELOPMENT MANAGER

INTERACTIVE HR SPOT: HR TRAINING INSTITUTE.
JUNE 2022 TO MAY 2023.
LOCATION: KOLKATA.

Key Responsibilities:

- Conduct Offline and Online sessions upon the following topics, as per the batch schedule:
 - ✓ Recruitment
 - ✓ HR Operations
 - ✓ Employee Management
 - ✓ Performance Management System
 - ✓ Payroll
 - ✓ Statutory Compliance
 - ✓ Organizational Development
 - ✓ Advanced Excel
 - ✓ HR Analytics
 - ✓ SAP HR (End user)
- Prepare training modules, presentation & batch schedule.
- Maintaining training quality and student's satisfaction.
- Coordinating with the placement department and providing placement to the candidates and taking placement interviews.
- Prepare and writing knowledge blogs.
- Coordinate with the admission team for student support.
- Mentor/Guide to the students & the employees.
- Develop and implement HR Policies and Procedures, in accordance with the company guidelines, terms & conditions.

- Formulate employee engagement and student engagement activities & resolving employee grievances and student grievances.
- Assist Payroll and Statutory Compliance.
- Stay up- to – date with emerging HR trends and technologies, thereby providing suggestion/recommendation for continuous improvement.

Highlights:

- Employee Management.
- Recruited professional on various skills within the stipulated deadline through campus drives in colleges and other professional institutes, Job Portals, Social Media etc.
- Was a key member of the recruitment team that recruited several employees in a quarter
- Filled all positions at minimum cost by extensively utilizing innovative recruitment strategies with minimal usage of agencies.
- Training and Development

ASSISTANT ADMINISTRATIVE OFFICER

**CHAKRABARTI GROUP: ARCHITECT & INTERIOR DESIGNER ORGANISATION.
AUGUST 2014 TO MARCH 2021.
LOCATION: KOLKATA**

Key Responsibilities:

- Generate Reports
- Order office supplies .and prepare and monitor Invoices
- Coordinate office repairs equipment.
- Manage, organize and schedule appointments and meetings.
- Handle multiple projects.
- Handle email, telephone, face to face enquiries
- Maintain up to date employee holiday records.
- Take accurate minute from meetings.
- Coordinate with the department to create employee emails, biometric access, employee ID.
- Resolve Administrative problems.
- Manage vendor relationships and contracts.
- Deliver high-quality support to the employees.

ASSOCIATE HR

**RADIANT CONSULTING: FINANCIAL CONSULTING & TRAINING ORGANISATION
DEC 2010 TO MARCH 2013
LOCATION: NAVI MUMBAI**

Key Responsibilities:

- Manpower planning and prepare job description, as per the budget.
- Manual and telephonic screen, shortlist profiles/resumes as per the Job Description.
- Conduct Interviews (face to face interview, telephonic interview, video conferencing interview, group discussion, assessment centers)
- Reference Check and Background verification.
- Negotiate salary and rolling the Offer Letter.
- Joining Formalities.
- Conduct Induction and coordinate with the respective departmental head for the orientation program.
- Exit interview and exit formalities, full and final settlement.
- Handle employee grievances and organize employee engagement activities.
 - Generate letter (Offer Letter, Appointment Letter, Confirmation Letter, Promotion Letter Transfer Letter, Show Cause

Letter, Warning Letter, Termination Letters, etc.).

- Attendance and Leave Management.
- Assist in Performance Management System(PMS), HR Analytics, HR Audit.
- Manage vendor relationships and contracts.

PROJECTS HANDLED

ORGANISATION: STANDARD CHARTERED BANK

Area: Finance and Marketing
Title: Standard Chartered Bank Retail liabilities
Period: 19 June 2008-19 August 2008
Description: Trading profit determination from cost structure of Standard Chartered Bank; Bank Competition Analysis.
Highlight: Certificate of Excellence for “Displaying Exceptional Sales Orientation” from Standard Chartered Bank in 2008.

ORGANISATION: INDIANOIL CORPORATION LIMITED

Area: Human Resource
Title: Manpower Planning of Raj bandh Oil Terminal
Period: 7 March 2007 to 14 June 2007
Description: Manpower planning and Job Description and Recruitment of Raj bandh Oil Terminal.

ORGANISATION: INDIAN OIL CORPORATION LIMITED

Area: Human Resource
Title: Feasibility study on Coochbehar Aviation Fuel Station and its commercial viability
Period: 6 September 2006 to 6 December 2006
Description: Explored importance of Coochbehar Airport incoming 10 years, its industrial development; complete study was done upon its commercial viability according to Break -Even Analysis.

ACADEMIC DETAILS:

- Postgraduate Diploma in Advance HR from Interactive HR SPOT, 2017.
- MBA in Finance & HR from N.S.H.M Knowledge Campus, WBUT, 2009.
- BBA in HR from Techno India Institute of Technology, WBUT, 2007.
- ISC, Calcutta Public School, 2004.
- ICSE, St. Stephens School, 2002.

ACHIEVEMENTS:

- Certificate for core competence in computing from NIIT in 2002.
- Certificate for completion of Computer Orientation Program from ACES InfoTech Pvt.Ltd.in 2000.
Certificate of Excellence from Standard Chartered Bank in 2008.
- Certificate of Excellence for Outstanding Discipline & Attendance in Jan 2023 at Interactive HR SPOT.

IT SKILLS

Microsoft Office Applications: Word, Excel, PowerPoint, Outlook & Access.

EXTRA CIRCULAR ACTIVITIES

- Winner of All Bengal Singing Competition in Rabindrasangeet in 1999.
- Excellent marks in Rabindrasangeet from Batayanik 1993-2007.
- First position in music from Bangiya Sangeet Parishad in 1993.
- Junior Diploma in classical music from Praygya Sangeet Samiti, Allahabad in 1993.

PERSONAL DETAILS

- **Languages Known:** Bengali, Hindi & English
- **Date of birth:** 3rd August 1985.