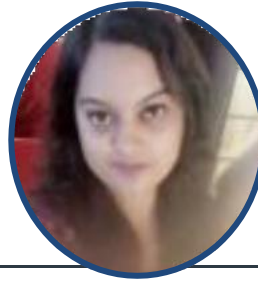


To grow to a leadership position & make a meaningful contribution to the organization. Have 4.7 years of experience in HR domain with the expertise in administrative, grievance, recruitment and other HR related areas.



WORK EXPERIENCE

SR HR Executive

UNITERRENE

WEBSOFT PVT. LTD

08/2022 - Present,

Responsibilities:

- Handling total HR Generalist activities such as taking care of core recruitment part, Onboarding & Offboarding formalities, official letter generations, making attendance, payroll generation, employee engagement etc.
- Initiating induction, orientation, paper work (releasing offer letter, release letter, increment letter, confirmation letter) BGV of all the new joiners, maintaining & managing existing employee's overall data (Created all the letter templates for the company.), keeping track of their KRA and communicating between tm & management for performance appraisal.
- Taking interview rounds and worked as a coordinator between interviewer, management and candidates, salary negotiation.
- Organized HR Systems, improving efficiency and ensuring 0 instance of incomplete /lost HR reports. (Arranged the whole employee data on a synchronized way to ensure data integrity. Grievance handling, working as primary point of contact for solving their issues,
- Preparing Payroll report, bonus, Overtime, handling statutory related problems.

Skills:

Recruitment
(IT/Non IT)

Talent IQ,
Zoho tool

Documentation & on
boarding

Attendance &
payroll
management

ZOHO HR

Award:

PERFORMER OF THE MONTH TILL IN
2COMS

Technical certificate:

CERTIFICATE: UDEMI CERTIFICATE IN SAP
HCM FOR BEGINNERS.

Hobbies:

: Reading story, cooking, art & crafts.

Lead HR Specialist

RANDSTAD INDIA PVT. LTD

03/2021- 05/2022

Responsibilities:

- Manage Day to day HR Employment process, including contracts, on-boarding, off-boarding, screening, joining formalities sending, Conducting Induction for the new candidates, provided initial training to new joiners.
- Taken care of recruitment part for mid to senior level including staffing and FTE both (IT Hiring mainly, ex: .net developer, BA, scrum master, php developer, full stack developer, java developer etc., both contractual & full time.)
- Managed client co-ordination as well as calibration calls as a key bridge between client, candidates and as a vendor conducting documentation of internal candidate and for vendor's, doing BGV of those candidates and keeping track till the date of joining.

SR HR Recruiter

2COMS CONSULTING PVT. LTD

09/2018- 01/2021

Responsibilities:

- Conducting Induction for the new candidates provided initial training to new joiners.
- Conducting documentation of internal candidate and for vendor's, doing BGV of those candidates and keeping track till the date of joining.
 - . Channelizing the opening to the mass through mail,sms& different portals(Naukri,Monster,LinkedIn Times,Social medias etc.)
 - .
 - Direct interaction with clients as per requirement and conducting the procedure of interviews as a co-coordinator.
 - . Maintaining the weekly & monthly data of client as per requirement.
 - . Working as a Business Development executive regarding market research on client.

HR Executive,

TECHNOSOLIS INFORMATICS LTD

06/2017- 04/2018

Responsibilities:

- . Conducting interviews and providing the necessary inputs during the hiring process
- . Communicating with new joiners and explaining the organization's.
- .HR policies to the employees
- . Follow up of confirmation records statutory obligations
- . Regular updating of communication channels
- . Preparingand submitting all relevant HR. Letters/documents/certificates as per the requirement of employees in consultation with the management
- .. Recording, maintaining and monitoring attendance to ensure employee punctuality
- . Conducting employee orientation and facilitating newcomers joining formalities
- . Giving basic training if needed.

EDUCATION DETAILS:

MBA|HRM

PONDICHERRY UNIVERSITY (2017-19)

B. TECH-CSE

WBUT UNIVERSITY (2009-2013)

DECLARATION:

I hereby declare that the above information is true to the best of my Knowledge and belief.

Place: Kolkata

*Signature*_____