

CURRICULUM VITAE



Moon Bandyopadhyay

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Summary:

Personable and collaborative Sr. HR with 6.4+ years of experience with hands-on exposure to strategic planning & team management.

Possess a sound understanding of HR processes like employee engagement & communication, performance management, talent management etc.

Assist in developing, implementing, maintaining and reviewing company policies, rules and regulations in compliance with all applicable employment laws and regulations. A quintessential professional with exceptional planning, execution, monitoring, and budgeting skills, as well as the capacity to supervise simultaneous tasks under mounting pressure.

Key Skills:

- Staff Recruitment
- HR & Administration
- Induction & On-boarding
- Attendance and Leave Records
- Performance Management
- Employee Engagement
- Exit Formalities

Work Experience:

Presently Working in **Third Eye Data Analytics Services India Pvt Ltd** as a **Hr** from **May'22** to **till date**.

Previously worked with:

Digital Aptech Pvt Ltd as a **Sr. Hr Executive** from **June'21** to **5th**

May'22. Codeclouds IT Solutions as a **HR Executive** from **Jan'17** to **Feb'21**.

Sovran Comtrade Pvt Ltd as a **HR** from **August'16** to **Jan'17**.

Job Responsibilities:

Managing approx. 400 employee life cycles including.

Job responsibilities are ,Interviewing,Appointment letter generation,BGV and Bank account open up,Onboarding and documentations, transfers orders ,Shortlisting,Job Description Preparation,recruitment, etc.

• HR & Administration

- Responsible for day-to-day administrative facilities.
- Event Management.
- Vendors Management.
- Making Purchase as per requirements.
- Maintain & administer HRMS
- Conduct HR meetings with employees/leaders. Draw inferences from such meetings & make

dynamic plans that are win – win

- **Recruitment**

- Understanding manpower requisition from the concerned department.
- Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
- Sourcing candidates that match the desired skills.
- Doing a background verification of the shortlisted candidates.

- **Induction and On-boarding**

- When a particular candidate is finalized and selected, giving him an offer letter or letter of intent on joining the services, issuing an appointment letter with a brief working agreement or policies.
- Giving a description on the policies, procedures and culture followed by the company. • Properly filing relevant documents of the new joiner's as required.
- Introducing him/her to the team and supervisor and/or manager.
- Explaining the mode of communication.
- Coordinating with the IT team to get his email id made.

- **Attendance and Leave records**

- Keeping a track of the attendance of the employees.
- Filing the leave forms and keeping a track of the leaves taken.

- **Employee Engagement**

- Keeping a track on employee turnover and exit rate.
- Taking initiatives to engage the staff to their work.
- Taking the surveys in order to understand their engagement level and accordingly take actions.
- Planning events or activities on festivals, 1st day celebration, Annual Day Celebration and getting those approved by senior management.
- Organizing the Blood Donation Camp, Health Checkup and Eye Checkup camp for the employees.
- Crafting employee experience,
- Performance Management
- Implementing employee-friendly business environments that promote performance over presence.
- Performing change management projects aiming to build a remote-ready & future proof business.
- Running workshops on successful remote work implementation for managers and team
- Creating and implementing communication frameworks in distributed teams, etc .

- **Exit Formalities**

- Conducting exit interviews of candidates who are resigning.
- Trying to get constructive feedback for the company and trying to implement the corrective measures for them.
- Helping the person to be relieved properly.
- Issuing relieving letters and letters of experience.

Academic Details:

PGDBM/Distance MBA from Symbiosis 2017

BBA from Sikkim Manipal University in 2011

Senior Secondary from WBUT Board in 2008

Personal Details:

- Date of Birth : 09.06.1990
- Language Proficiency :English, Hindi

DECLARATION:

I hereby declare that the above statements are true, complete to the best of my knowledge and belief.

Place: Kolkata (Moon Bandyopadhyay)