

RESHMI CHAKRABORTY

Human Resources Business Partner

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PROFESSIONAL SUMMARY:

A results-driven astute thorough competent Human Resources professional possessing a hands on experience with a span of comprehensive knowledge in HR generalist Activities, management of entire employee life cycle along with Human Capital Management. Also, possessing exposure in contract life cycle management, staffing, stake holders and client Management, vendor management, Team Management. Looking after Employee benefits, handling grievances and compliance, HR operations and administrative activities. Proven experience in collaborating with Senior Management to conduct Human Resources strategic planning in order to support and accomplish company's goals. Excellent at managing multiple projects concurrently with strong attention to detail, problem solving and follow up thorough capabilities. Proven ability to sustain a work environment that foster's team's performance with strong communication and relationship management skills. Multi Tasker and also open to take up any challenging task and try to foster solely within stipulated time frame. Possesses expertise in handling HR software and systems such as HRIS, ATS, SAP, Oracle and other platforms. Proven track record of improving employee engagement, gender balance, and overall productivity through the implementation of data-driven HR practices and processes.

AREAS OF EXPERTISE:

- ♦ Data Analysis and Reporting
- ♦ Statistical Analysis
- ♦ Data Visualization
- ♦ HR Metrics and Analytics HRIS
- ♦ and HR Technology Research
- ♦ and Market Analysis
- ♦ Team Management and Leadership
- ♦ HR Compliance and Regulations
- ♦ Project Management
- ♦ Communication and Presentation Skills
- ♦ Strategic Thinking and Problem Solving
- ♦ Contract life cycle Management, handling stake holders, vendor management.

PROFESSIONAL EXPERIENCE:

Bandhan Bank Limited

HR EXECUTIVE: 2018-2022(MAY)

- Conducted culture and gender diversity analysis and managed employee data, resulting in improvement in gender balance across the organization. Contract life cycle management, vendor management along with related HR Generalist Activities.
- Identified areas of improvement in HR processes and practices through attention analysis, resulting in a good increase in employee engagement along with RNR distributions.
- Managed workforce management and headcount planning to ensure alignment with business targets and achievements. Attrition analysis and looking after retention strategies.
- Designed the Performance Management System (PMS) of the organization, resulting in improved performance and productivity. KRA and KPI inculcation.
- Developed an HR matrix for workforce analytics, providing insights into HR metrics and trends, and Build Reports using advance Excel. Worked as a MIS executive and generated reports and dashboards, providing timely with accurate data to support decision-making. Conducted internal leads analysis and developed Power BI reports resulting in efficient improvements. As a professional, I'm known to be good at getting the job done well. I am a patient listener, leveraging on inter- departmental relationships, good at prioritizing tasks & timely follow-ups. Possessing Interpersonal skills and Presentation Skills including Team Management which aids me in dynamic headed and coupled with deep comprehension in Finance.
- Automated HR processes through RPA analysis, resulting reduction of manual efforts. Workforce Management and Headcount Forecasting.
- Used HRIS software and ATS for compliant employee onboarding. Managing orientation and induction. Conducted post background verification checks, handling HR operations activities, employee benefits, grievance handling, Managing induction.
- Worked with SAP process at the beginner level, gaining exposure to HR-related processes.
- Developed HR dashboards for recruiting, talent management, and workforce analytics.
- Managed gratuity process, payroll, and full and final settlement and all sorts of HR transactions ensuring accuracy and timeliness.
- Resolved queries from HR stakeholders through help desk management.
- Utilized HRMS and Zoho People software for HR processes, gaining expertise in HRIS software .PeopleSoft HRIS, success factors, HRO, task completion as per agreed SLA's, HR benchmarks, HR transformation levers, workday software.

MIS EXECUTIVE: 2022(JUNE-SEPTEMBER)

- Team Management and Data Handling.
- Dealing with branch level compliances and Audits.
- Rigorous collaboration with departmental seniors and support team for profounding smooth gateway of credit underwriting aiding to the revenue generation of the organization.

Narula Infrastructure Private Limited (A WING OF JIS GROUP).

HR EXECUTIVE: 2022(OCTOBER-DECEMBER)

Hard core recruitment and experienced mostly in hiring of white collars and blue collars employee RAG Analysis and SCRUM Entry. Working with Circle HR's also visiting fields to grab business knowledge with states such as Jharkhand, Bihar, Assam and North East regions in India. Vendor and stake holder management, contract life cycle management, also handling Grievances, compliances, payroll processing, HR generalist activities.

Rydberg Engineering Private Limited

HR EXECUTIVE: 2023(JANUARY-FEBRUARY)

- Talent Acquisition, handling hard core recruitment.
- Developed HR dashboards for recruiting, talent management, and workforce analytics. Managed gratuity process, payroll, and full and final settlement and all sorts of exit formalities. HR transactions ensuring accuracy and timeliness.
- Resolved queries from HR stakeholders through help desk management, contract life cycle management, stake holders and vendor management
- Utilized HRMS and Zoho People software for HR processes, gaining expertise in HRIS software .PeopleSoft HRIS, success factors, HRO, task completion as per agreed SLA's, HR benchmarks, HR transformation levers, workday software. Overall worked as a HR Generalist. Background Verification check and handling workforce admin.

EDUCATION

- ♦ Master of Business Administration and Post Graduate Diploma in Management dual degree from EILM, Kolkata under Vidyasagar University (2016-2018)
- ♦ Bachelor of Technology from IEM, Kolkata under MAKAUT University formerly known as WBUT (2013-2016)

PERSONAL DETAILS

Date of Birth : 1st December. 1994

Languages known: English, Hindi, Bengali

Permanent Address: 20/C, Rabindrapally, opp. Radharani jewellers, Wireless Para, Barrackpore, Kolkata - 700122

Present Address : Same as permanent address.

Disclaimer:

I hereby declare that all the information stated above is true and complete to the best of my knowledge.

Reshmi Chakraborty

Kolkata, West Bengal