



Mousumi Dey

HR Operations/ Generalist

EXPERIENCE SUMMARY

- Total 8+ years of Rich and versatile experience in IT industry with 6+ years as HR Generalist & Operations
- Handled complete Payroll, End to End HR activities, Employee Performance Management and Goal setting (KPA's/KRA's)
- Rich exposure to Employee Life Cycle Management from onboarding to offboarding and Complete Full and Final Settlement
- Adept at Complete Payroll (handled 520+ Employees), Full & Final Settlements, ERP- Zoho Payroll & Zoho People+
- 2 years' experience as handling Invoicing, Acc. Receivables/Payables, Vendor Management, Admin & Facility Management
- Led implementation of HR ERP as Product Owner, responsible for requirement sharing, final testing & Go Live

- Bangalore
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SKILLS/COMPETENCIES

- Recruitment & Selection
- E2E Payroll process
- Performance Management
- Payroll Administration
- Training & Development
- Compensation & Benefits
- Onboarding, Orientation, Induction
- F&F settlement
- Reward & Recognition
- Emp. Engagement & Comm.
- Policy Development
- HR Analytics, Reporting
- Budgeting, Audit
- HRIS Technologies
- Offboarding & Exit Formalities
- HR Policies
- L&D

ACADEMICS

- **BBA (HR)** - 2007
Techno India (WBUT) - Kolkata
- **MHA** - 2012
WBUT- Kolkata
- **PGD (Human Resource)** - 2007
SIBM - Bangalore

LANGUAGES

- English
- Hindi
- Bengali

HARD SKILLS

- Zoho People Plus
- Zoho Payroll
- MS Office (Word, Excel, PPT)
- SAP Fieldglass
- Workday HCM
- Saral payrun
- Profit.io

AWARDS & RECOGNITIONS

- **Topper** of the MHA - Batch
- **3rd Rank** in BBA Program
- **Star Award** for successful implementation of HRMS portal
- **Employee of the Month** for several months
- **Rolling** "No question asked" leave
- **Highest Rating** for 2 consecutive years

WORK EXPERIENCE

HR Operations Lead

GeekyAnts- Bangalore

Dec2021- Till Date

- **Offboarding & Exit Management (Zoho People+)**: independently handling the smooth deboarding of all exits on time
- **E2E Payroll Processing(500+talents, 32 Non CTC bonus)** -managing the complete payroll Org wide for both FTE & contract employees (ZOHO payroll),completely ownership of error free monthly payroll, post payroll closures
- **Appraisals-** initiating a month in advance (enabling PGMS forms on portal) Salary effective on same month thus eliminating salary arrears
- **F&F settlement** within 3 days, employees are briefed about the amount in Exit interview thus eliminating queries post exits
- **Onboarding, Joining & Orientation process** of new hires (**Zoho People+**), Handling pre-onboarding & onboarding processes including document verification, sharing OL & onboarding form, EA, orientation, asset allocation coordination with IT team, adding to the health benefit program, BGV initiation through Ongrid & Verifact, profile creation on HRMS & payroll
- **MIS Reporting** - hike % analysis (dept/designation wise), career path, employee attrition, monthly salary report, reimbursements & other expenses, Intern-FTE conversion rate, half yearly new joiners & exit report
- **HR budgeting & projection**, considering salary of last month, New joiners, Training (POSH/ Managerial effectiveness/IT Security), Rewards (meetups, Tech-talk, articles), Recognitions (wedding/5 years bonus) etc compiling & sharing with Finance team to create provision each month post salary closure of current month
- **Other HR processes**
 - Intern to FTE conversion , Confirmation process , Preparing various letters, BGV of exited employees, statutory, Timesheet management, Preparing all the HR Ops related SOPs on MIRO board, Managing the ZOHO expense portal, Employee queries & grievances, Maintaining various trackers ESOPs process coordination with the employee & Legal team
- **Rewards & Benefits** Sugar cubes, Sodexo, open source, meetups, articles, heading the Food committee, Farewell & Confirmation gift processing

HR Generalist

TAMS InfoTech, Bangalore

May 2018 - Nov 2021

- **Recruitment & Selection:** Closed SAP, Nn SAP Technical & Functional positions within timeline & below allocated budget
- **Pre-onboarding On Boarding & Joining Formalities** - seamless process completion within DOJ (document collection, verification, releasing Offer Letter, BGV, rolling out Appointment Letter, onboarding formalities, new ID card printing, profile creation on portal, adding on the GHI)
- **Induction & Orientation-** conducting the induction program, taking on a floor tour, introducing to team, seat allocation & handing over to the RM
- **Performance Management-** successfully delivered the 3 phase PGMS module to track each talent's feedback, ratings thus deciding on the hike %, automated Appraisals letters to go to employee's self-service portal
- **Employee engagement-** Cross skilling, upskilling, One on one discussion every quarter, Huddle sessions with all the employees & management, Arranging birthday celebrations, Ethnic day, Festivals, Annual day etc
- **Payroll Management-** maintaining CTC master, preparing monthly salary data, feeding all inputs – updating LOPs, leaves, etc to the payroll portal (SARAL)
- **ERP Implementation Project-** Actively involved in the E2E HR ERP implementation, requirement sharing, testing, UAT documents, go live
- On time completion of the **deboarding & Exit formalities** on the LWD, **Exit interviews** & send-off
- Other HR activities, Insurance & contract renewals, Employee queries, grievances
- **Project coordination-** deciding on rates, FTE allocation, Timesheet management, verification of Billable & Non-Billable hours of all employees

WORK EXPERIENCE – Continued

Business Ops & Fin. Exec	InKnowTech Pvt Ltd	Jan 2016 - Dec 2016
<ul style="list-style-type: none">▪ End to end Admin, Procurement, Facility & Vendor management▪ Invoicing & Billing (FTE/FMS/T&M Billing): Raising monthly Invoices for service provided to Client, getting approved SRN/GRN, uploading soft copy of invoices in the respective portals & submitting the hardcopy post approval, Receiving PO indent from departments, preparing PO approval papers, raising of PO & releasing to Vendors▪ Accounts Receivables: As per the Credit terms & credit period, maintaining reports of all receivables from Clients, Debtors aging monthly report sharing to management.▪ Accounts Payables: Checking the vendor bills, verifying with PO, attaching all supporting documents & submitting to Accounts team for payment, Payment, collections & follow up, Revenue projection & analysis Debtors aging analysis for long O/S amounts, PO vs. Invoice reconciliation, Preparing/renewing proposals for contracts, Coordinating with statutory auditors for audit requirements▪ Receiving PO indent from departments, process approval documents, raising PO & releasing to vendor▪ Worked closely with STPI while surrendering warehouse license		
Medical Co-ordinator	Columbia Asia- Kolkata	Aug 2012 - Sep 2014
<ul style="list-style-type: none">▪ Coordinator for admission & discharge process for patients, Preparing the Discharge summary, OPD billing, OT booking, Health Checkup coordination, In Patient Floor Coordinator.		