

PROFESSIONAL ABRIDGEMENT

- ▶ A dynamic professional with around 4.4 years of work experience in the field of Human Resource Management in IT / Cement / FMCG / Foods / Beverages sector
- ▶ Proficient in contributing in smooth implementation of HR policies for planning, performance management, recruitment, selection, induction, orientation and development of new employees in the organization
- ▶ An optimistic go-getter with multi discipline abilities in driving efforts towards achievement of organizational goals

ORGANISATIONAL SCAN**Varun Beverages Limited (Authorized Franchisee of PepsiCo), Part of RJ Corp, Kolkata****Role:**

Sales HR

Aug'13-Till Date:

Noteworthy Credits**As Sales HR**

- ▶ **End to end Recruitment:** Sourcing from portals, vendor consultancy, referrals, campus hiring ; conducting & arranging interviews; salary negotiation; position closure
- ▶ **Joining & Exit formalities:** Documentation, issuing offer letter / appointment letter, induction; Issuing ID card, Mediclaim card, Uniform Allotment , Exit interview, NOC, F&F settlement, Issuing Relieving letter
- ▶ **Training & Development:** Training need assessment, maintain training calendar, arranging training sessions, preparing training modules, feedback mechanism
- ▶ **Payroll data management:** Monthly updating details - Leave/attendance, Loss of pay, loans & advances, car EMIs, mobile, internet
- ▶ **Organization structure planning:** Updating manpower template, sales team structuring, transfers
- ▶ **Performance Management System:** Maintaining PDRs, setting KPIs, maintaining & presentation of performance data, salary fitments, preparing Bell curve, maintaining department & unit rating standards
- ▶ **Employee Engagement & Relations:** Attending to employees' grievances and complaints and providing feedback to management for a better cordial working environment; personally meeting sales team in field to understand people related issues in market; attrition management; Handling disciplinary issues
- ▶ **Vendor Liasioning:** Agreement handling, bench management, time sheet management, vendor invoices

Adhunik Cement Ltd (Subsidiary of Dalmia Bharat Cement Ltd), Kolkata**Role:**

HR & ADMIN

Sep'12-Mar'13:

Noteworthy Credits**As HR & ADMIN**

- ▶ **End to end Recruitment:** Sourcing from portals, vendors, referrals; screening & shortlisting candidates, arranging for interviews; position closure
- ▶ **Joining & Exit Formalities:** Documentation, issuing offer letter / appointment letter, induction for each department; Exit interview, NOC, F&F settlement, Relieving letter
- ▶ **Time office management:** Maintaining attendance records by biometrics, disciplinary actions accordingly
- ▶ **Payroll data management:** Monthly updating details in ERP - leave/attendance, loans & advances, car EMIs, mobile, internet, travelling allowances – maintaining pay register, issuing salary slips
- ▶ **Liasioning** with consultant for timely compliance of ESI & PF
- ▶ **Performance management system:** Generation and analysis of Performance reports & bell curve & preparation of appraisal letters

Wipro Infotech, Bangalore

Growth Path:

Jun'11-Jan'12: Talent Acquisition (Recruitment)
Jan'12-May'12: Operations (Staffing)

Noteworthy Credits

As Operations (Staffing)

- ▮ IT hiring on TNM basis - Citrix, VMware, Sybase, Network, Security, Wintel, Java, Linux, Unix, etc
- ▮ Co-ordination with Business managers and Resource managers for new requirements and feedback
- ▮ Timely Allocation of internal and external candidates to offshore and onshore clients
- ▮ Bench / pool management
- ▮ Vendor Partners & Clients management
- ▮ Internal & External tool management
- ▮ PO and time sheet management

As Talent Acquisition (Recruitment)

- ▮ IT hiring – Fresher / Lateral - SAP, Oracle, PeopleSoft, Siebel, Data Warehousing
- ▮ Candidate engagement
- ▮ Pre-joining formalities – Synergy entry, Medical, NSR
- ▮ Generation and presentation of weekly reports regarding each candidate to the Staffing Teams
- ▮ Keeping track of all the RRs (resource requisitions) of BSD team and presentation of weekly reports to business teams
- ▮ Preparation of reports on time management by recruiting team, offer generation team and background verification team & ensuring SLAs are followed by them
- ▮ Generation of reports regarding offer ratio, abort ratio, joining ratio, etc
- ▮ Co-ordination with Central Sourcing Team for prompt uploading of documents & with Recruiters for Offer Letters roll out and background verification process initiation

ACADEMIC CREDENTIALS

2011 **MBA (HRM)** from International School of Business and Research, Bangalore with 67.7%
2009 **BBA (Marketing)** from Pailan College of Management & Technology, Kolkata with 80%
2006 **12th** from Vivekananda Mission School, Kolkata with 79.6%
2004 **10th** from Vivekananda Mission School, Kolkata with 85.8%

IT Forte: Well versed with Windows XP/ Vista and Microsoft Office

INTERNSHIP

Organization: PepsiCo Holdings Pvt. Ltd. (Frito Lay Division), Dhulagarh, Kolkata

Role: HR Intern

Duration: 02 Months

Project: Study of Recruitment & Training Pattern in PepsiCo Holdings Pvt. Ltd. (Frito Lay Division), Kolkata

Brief: Screening, Telephonic interview, Scheduling and coordinating interviews, Preparation of question papers for ITI candidates, Assisting in campus recruitments in ITI, Follow-up, Candidate database management, Training needs assessment, Training Plan preparation, Formulation of Training modules and presentations for new joiners and employees, Generation and analysis of reports on Training Feedback forms and Training Effectiveness Evaluation Forms

PERSONAL DOSSIER

Date of Birth: 12th February 1988
Passport Details: H6646796, Date of Expiry: 26 / 08 / 2019
Linguistic Abilities: Bengali, English and Hindi
Address: 13/A, Chandi Charan Ghosh Road, Silpara, Barisha, Kolkata – 700008, West Bengal
