

PALLAVI NANDI

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Seeking a challenging role in the field of Human Resource to contribute towards organizational success and to reach higher echelons in professional background.

Professional Summary :

An HR professional with more than 3 years of experience in aiding the development of people, providing them right opportunities and ultimately creating an engaged workforce.

What makes me deliver my best at work? I always view things from a balanced perspective of looking at the big picture as well as paying attention to detail. I have the ability to effectively collaborate with diverse team members. This helps me drive projects to a successful conclusion. I continually strive to keep cultivating primarily through reading and seeking regular feedback from others.

Professional Experience (March 2014 - till date)

Organization	Designation	Duration
Sparrow Interactive Pvt.Ltd. (Nov. 2014 - till date)	Manager - HR	October 2016 - present
	Assistant Manager - Hr	May 2015 - Sept 2016
	Sr.Executive - Hr	Nov 2014 - April 2015

Roles and Responsibilities

Managing the entire employee life cycle and providing strategic HR partnership to drive People Agenda related to Talent Acquisition, Talent Management, Talent Development, Organization Structure, Employee Relations, Comp. & Benefits, Employee Engagement, Time & Attendance and Learning & Development.

➤ Manpower Planning & Recruitment:

- **Manpower planning & budgeting** in consultation with department Heads.
- Managing the **complete recruitment life-cycle** right from sourcing the best talent from diverse sources like Consultants, Job Portals, Head Hunting and releasing Internal Job Postings to coordinating for Interviews, conducting HR round of interviews, shortlisting of candidates, salary negotiation & On boarding.
- Conducting **Reference check** of selected candidates, rolling out the offer & On boarding of new joiners.

- Handled Mass recruitment's like Walk – Ins and Pool Campus Recruitment.

➤ **Induction, Documentation, Learning & Development & Employee Engagement:**

- Initiated structured **On Boarding Program** & induction of new joiners and facilitating them with all the joining documents.
- Preparation of **Training Calendar** as per the training needs identified by the team leads and the line managers.
- Facilitating fun-at-work activities at the workplace like Quarterly Awards, Birthday celebrations, celebrating various festivals.

➤ **Performance Management System, Increments & Promotions:**

- **Preparation of Appraisal Policy**, appraisal formats, preparing **KRA's** in consultation with the management, conduct **quarterly reviews** along with the team leads and the line managers, promotion announcements and generating applicable reports
- Devising Annual Increments Plan, determination of salary ranges for existing roles including incremented salaries and bonus payout decisions. Ensure year-end compensation decisions are in line with the overall talent strategy and reward individual performance.

➤ **Retention, Exits & Separation:**

- Conducting various stay interviews and job satisfaction survey's
- Conducting exit interviews and separation formalities
- Issuing the relieving and experience documents. And ensure full and final settlement are processed within time line.

➤ **Organization Structure & HR Policies:**

- Preparing **Organization Structure** as per the business plan for the business unit & ensuring **Job Descriptions** for new and existing positions.
- Preparation of **process flow & policies for all HR processes** & designed **HR Manual**.

➤ **HR Analytics & Transactions**

- Responsible for preparation of various HR Dashboards/MIS, HR Analytic's & HR status reports that are shared on Weekly, Monthly & Quarterly basis with the Core Leadership Team
- Managing various other work like preparation of letter formats, Time & Attendance, Salary advances, Employee grievances etc. on day to day basis.

Organization	Designation	Duration
Recharge it Now	Trainee Hr	March 2014 - September 2014

- Sourcing the potential candidates using job portal(Naukri,Monster),existing database,professional sites, headhunting, job postings and mass-mail.
- Headhunting & sourcing of candidates by initial screening, and interview process
- After selection conduct the complete induction process and the joining formalities
- Handling all payroll related issues and keeping track of the attendance sheets.
- Doing all the exit formalities like preparing the full and final,NOC,relieving letter, experience certificate and conducting exit interviews.
- Organize and successfully execute Employee Engagement activities.

Internship:

Organization : Muthoot Fincorp Pvt Ltd

Position : HR Intern

Period of work : Two months

Project Title : Best HR practices of NBFC's

ACADEMIC PROJECTS :

1. Internship Project Report:

Project Title: “Best HR Practices of N.B.F.C’s”.

Project Synopsis: For the purpose of the project, a survey was conducted through the means of questionnaire, which was served to the management who was involved in the recruitment and the Selection process.

2. Final Project Report:

Project Title : “Impact of Organizational Climate on Employee Satisfaction level in IT industry”.

Project Synopsis: This project is a study done on the different factors of Climate which affects the Job Satisfaction level of the Employees like the working environment, the company’s policies, procedures, culture etc on IT industry.

ACADEMIC QUALIFICATIONS :

PGDBM (2012-2014) from NDIM, New Delhi specialized in Human Resource and Marketing.

Bachelor of Arts - English Literature (2007-2011) from St. Pauls' C. M. College under Calcutta University.

12th - ISC(2005-2007) from St. James High School, West Bengal.

10th - ICSE (2005) from St. James High School, West Bengal.

PERSONAL INFORMATION :

Date of Birth :- 12th June 1989

Languages Known :- English, Hindi and Bengali

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