



Sabnam Rozi

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To work in a stimulating and challenging work milieu that would facilitate the maximum utilization and application of my broad skills and expertise.

Synopsis

Meticulous and highly accomplished professional work with as an **Executive - HR** above 8 yrs of experience with Generalist profile and Vskills Certified in Labour Law Analyst..

- Adept at working in high pressure environments with strict deadlines and multiple deliverables to implement best practices that consistently deliver outstanding results.
- Effective verbal and written communication skill.
- Acquired proficiency Manpower recruitment as per the compliance and rules set by the organisation.
- Cementing healthy relation and coordinating with various departments.
- Remarkable ability to work both independently and in a team environment.

Executive Highlights

- Over 8 years of Human Resources experience.
- Developed specific goals to plan, organize and prioritize the work.
- Efficiently and productively analyzed all the tasks undertaken.
- Excellent decision making skills with a positive approach.
- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for the company.
- Experience in recruitment and retention of employees.
- Preparing reports as said by the management time to time.
- HR-MIS maintain with working on MS Excel as well as specified software (Web-E-Payroll etc.).

Education & Credentials

- Master in Business Administration (Human Resource) from IIAS-School of Management (MKU) Batch:2008-2010 with 1st Division
- Bachelor of Science from Asutosh College (Calcutta University) in 2007 with 2nd division
- 12th from Sarangabad High School, WBHSE, Kolkata-700138 in 2004 with 1st division
- 10th from Birlapur Vidyalaya , WBBSE, in 2002 with 1st division
- Vskills Certified in Labour Law Analyst.

Professional Contour

Pacenet Meghbela Broadband Pvt. Ltd., (Internet Broadband Services, a unit of DIGICABLE.COM)

Executive HR – HR & Admin Department

(October'17 till date)

HR Role & Responsibilities

- **Recruitment** – Arranging campus interview, Sourcing from different job portals (e.g. Naukri, Times jobs etc.), screening & interviewing prospective candidates , entire recruitment cycle, Doing reference Checks, Generation of offer letter.
- **Joining & Exit Formalities** – Documentation and Joining Formalities, Follow up with the joiners whose documentation is not completed giving them a TAT of maximum 7 days from the DOJ to complete all the documentation, Generating employee codes and intimating the same to the joiners, Maintaining Joining tracker and documents pertaining to the joiners, Maintaining Joining tracker and documents pertaining to the joiners , Post generation of employee-code drop

a mail to IT dept to create their email account and ensure its done within a day, Sending Joining Mailers, Exit interview, processing full and final settlement, Attrition Analysis.

- **Induction & Training** - Providing ON THE JOB TRAINING to HR-Subordinate.
- **Attendance and Leave Management**- Payroll Software (version 20.4) Leave Management, Maintaining OD forms & Roasters, Attendance processing through biometric system.
- **ESI Formalities:** Generating online Form 1 of newly join employees, Issuing Form 37,23,10,12 and required forms to Employees.
- **PF Formalities:** Issuing PF A/C No, Coverage of employees under PF Act (Form 2), UAN Registration, KYC Uploads, Applying employees withdrawals Manual and Online (Form 19 & 10C), Transfer (13R), Death Claim (Form 20 & 10D), Loan / Advances (Form 31).
- **Discipline and Grievance** – Handling employee grievances, established disciplinary committee to take up disciplinary cases.
- **Employee Engagement** – Organizing health camps, organizing employee engagement activities like picnic, tournaments and events like Christmas celebration, Birthdays. Organizing free health check up for our female employees on Women's Day

Admin Responsibilities

- Facility Management,
- HRD function for Outsourcing Staff,
- Event management,
- Vendor management,
- Employee Engagement,
- Stock Maintenance (Admin Material),
- Petty Cash handling,
- Office infrastructure/decorum maintenance.

Brand Value Communications Ltd., (Media and Entertainment Division)

Executive HR – HR & Admin Department

(July'10 to September'2017)

HR Role & Responsibilities

Recruitment & Selection, Joining Procedure, Attendance, HRIS, Help and coordinate in appraisal preparation, Coordination with ESIC Dept. and required form generation, Coordination with PF Dept. and required form generation, Induction, Training & Development.(Assist), Shops & Est. Act., Attrition Analysis. Overtime & Casual Payment (if any), Exit Management. Etc., Solving I-card, Salary Account Opening, Mediclaim related issues, Corporate Connection, Travelling related issues, drafting of all HR related Letters, Managing effective performance appraisal system at the time of annual increment and periodical appraisal, Generation of Increment letter based on the monthly review of employees, handling Probation and Confirmation Policy, Designing Format of Tour Report, Birthday Mail, Welcome Mail, Allotting corporate sim & Slab creation for the same according to employee band & work requirement

Admin Responsibilities

Facility Management, HRD function for Outsourcing Staff, Event management, Vendor management, Employee Engagement, Stock Maintenance, Petty Cash handling, Report Generation, Office infrastructure/decorum maintenance.

Max New York Life Pvt. Ltd,

(April – May, 2009)

Trainee Recruiter – Human Resource Dept

Responsibilities :

- Recruiting Finance Advisor for the company.

- Getting right person for the right position in the organisation to serve objectives of that company
- Counselling the candidates and show them the career path in the organisation.
- Market survey for Company's Policy Awareness.

❖ Recruitment Experience in **E-Commerce industry** as a freelancer Recruiter for 1 month.

Summer Internship

Title : Recruitment and Selection Procedure of Brand Value Communications Ltd., Kolkata- 700059
Duration : June – July, 2009

Extra Curricular Activities

Project Title : HR Practices in the Industry
Description : Different type of HR practices in different industry

Project Title : Corporate Decision Making Level
Description : Power point presentation of different levels of Decision Making process.

Project Title : Questionnaire Preparation and its Advantage and Disadvantage
Description : Power point presentation on preparation and use of Questionnaire and their types, advantage and disadvantage.

❖ Participated in State level Science Talent Hunt conducted by Paschim Banga Vigyan Mancha

Technical Portfolio

IT Skills: Diploma in Information Technology Application (Sem-II) from Youth Computer Training Centre Government of West Bengal with 73%.

Other Skill: ESOL Primary Course (BEC) from Cambridge University with Council of Europe Level A2 grade

Achievement

Being the best recruiter while working with Max New York Life Insurance Ltd. won a cash Prize for recruitment.

Reference

Available on request.

Personal Dossier

Father's Name : SK SANOWAR ALI **Date of Birth:** 13.02.1987
Sex: Female **Marital Status:** Single
Language Known: English, Hindi, Bengali **Hobbies:** Listing Music, Reading Books, Gardening

Permanent Address: Birlapur, Hasnecha, Nodakhali, Budge Budge Block-I, South 24 Parganas, West Bengal-743318

Present Address: P-36/1 Jessore Road, Pragatipalli Road, South Dum Dum, Kolkata -700089

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Place: Kolkata

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