

## BINAY MAL

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Contact No: 09892514003

Experienced Talent Acquisition Specialist with a demonstrated history of working in the banking industry. Skilled in **Research, Background and Investigative Due Diligence, Document Management, and Business Process Improvement**. Strong **Human Resource** professional with a **Bachelor of Arts (B.A.)** focused in History from Calcutta University. ~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees.

### PROFILE SUMMARY

- A dynamic **HR & Operation** Professional with over 10 years of experience in Recruitment, Resourcing & Development, Performance Management, Compensation & Benefits, Employee Welfare and Administration
- Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
- Proficiency in **manpower management & recruitment process** entailing resume generation, screening and short-listing with appropriate compensation
- Merit of providing **prompt resolution of employee grievances** to maintain cordial management-employee relations
- Experience in implementing **HR systems and policies**, conducting training programs towards enhancing employee productivity and building committed teams
- Successful at motivating staff through clear communication and outstanding organizational skills

### AREAS OF EXPERTISE

- Admin Management  
- Training & Development  
- MIS Reports

- Recruitment-Banking,NBFC  
- Employee Relations / Welfare  
- Process Improvement

- Background and Investigative Due Diligence Management  
- Talent Pool Selection  
- Statutory Compliance

### EMPLOYMENT DETAILS

Apr' 19 – Jan' 20 with Alteus Biogenics Pvt Ltd., Kolkata as Admin Manager

#### Key Result Areas:

- Executing the entire gamut of task in **recruitment** encompassing **sourcing**, screening, selection and appointment, etc.
- Create digital appointment letter, promotion letter and experience letter in the system.
- Conduct **Performance appraisal** of employee on every six months.
- Hired, trained and supervised small team of administrative staff members. Created and maintained various reports utilizing Microsoft Excel.
- Maintained and organized staff calendar / reminder system/leave & holiday.
- Monitored the accountability report on a daily basis to ensure all products in the supply division were delivered within promised time.
- Collected and approved most employee documents, such as travel expense reports, time sheets and scheduled time-off requests.
- Responsible for business promotion request to be done within 24 hrs after getting proper approval
- All doctor list & chemist list are updated to BDEs apps.
- Responsible to resolve all saneforce apps issues at admin level.

Oct' 18 – Apr' 19 with TalentPro HR India Pvt Ltd., Kolkata. as HR Recruiter

#### Key Result Areas:

- Responsible for **recruitment** and selection of frontline sales/ Operations people & ensuring a robust **manpower pipeline** to take care of existing as well as expected vacancies. Manage **IJP** roll out and closure on system, send regret and congratulatory mails. Interviewed & Recruited 50+ applicants per months. Identifying the staff vacancies from different depts. and complete the same within TAT.
- Ensuring timely **generation** of Emp Codes, ID cards and other infra support required.
- Collection of all **pre-joining** documents & ensuring proper and complete **documentation** post selection of candidates, timely dispatch of Joining KITs to HO.
- Check **BGV status** & completing discrepancy BGV report before joining. Create East india monthly **MIS reports** for new hired employees & publishing HR dashboards and attrition analysis data to business stakeholders.
- Conducting **exit interviews** of Front line sales employees and doing attrition analysis & Keeping track of all exits happening within the zone.
- Timely inputs to HR Ops team for Stop salary and processing of F&F Settlement.
- Advised managers on organizational policy matters and recommend needed changes.
- Conducted new employee orientation to foster positive attitude forward organizational objectives.
- Creating Offer and Negotiated with talent for contractual arrangements.
- As HR SPOC, responsible for managing employee related queries and their resolution & Handling of employee grievances and taking proactive steps to ensure local level resolution of grievances.
- Track employee escalations and take proactive steps to control escalations

**Sep' 15 – Jul' 18 with Standard Chartered Bank., Kolkata. as Talent Acquisition Coordinator**

*I was working with Standard Chartered Bank as Talent Acquisition Coordinator, HR, Kolkata, India, on behalf of **NEW HORIZON SEARCH SERVICES**.*

**Key Result Areas:**



- Source profiles from our database, consultancies & Job portals (Naukri, Monster), Social Media networks, and LinkedIn newspaper advertisements based on the requirement.
- Assist hiring managers and TA team for bulk hiring in various dept. like **Retail banking, ITO, Commercial Banking and Personal Banking**. Maintained contact network for qualified candidate recognition and sourcing.
- Ensure all BVG reports prepared by designated deadlines & strong knowledge on **background verification check**.
- Human Resource files and records are maintained in accordance with company policies and procedures.
- Provide first point of contact for HR queries, including initial advice where appropriate.
- Organized, analyzed and created monthly offered, hired, dropout data charts for PAN India open positions.
- Complete knowledge of recruitment portal like **Peoplesoft and Taleo**.
- Required to maintain various **HR MIS** related to Hiring/Sourcing/Employee engagement/attrition & publishing HR dashboards and attrition analysis data to business stakeholders & Create monthly new hired reports for entire **South Asia**(India, Bangladesh, Nepal, Sri Lanka, Vietnam) and submit it to Head HR.
- Maintain entire candidate personal file documents management and comply with policies and procedures.
- Responsible for managing employee related queries and their resolution & Handling of employee grievances and taking proactive steps to ensure local level resolution of grievances.

**Aug' 10 – Sep' 15 with Sterling Talent Solutions Inc., Mumbai. as Specialist**

**Key Result Areas:**

- Conduct public records **research** on job candidates of client companies; searches, sorts, receives, **Analyzes** and evaluates data collected; inputs thorough and accurate notes on results and status.
- Interact with data source providers to expedite search result deliver. Ensure compliance and FCRA standards are adhered to and executed accurately.
- Conduct **investigation** for additional internet research to verify contact information and provides follow up through on all search requests.
- Provides appropriate information for other departments. Develop all product-specific collateral (both internal and external documentation).
- Participate in cross-project planning to resolve conflicts in project priorities, resourcing, schedule and scope. Assists Information Technology department in development in various **Global Background Verification** project.
- Monitor the competitive environment to ensure products ongoing viability, compliance, pricing, and customer use. Work to assure product definition and delivery. Create and implement internal and client-facing campaigns and initiatives.
- Ensure the highest standard of product knowledge by organizing and providing regular product training .
- Work and communicate across groups and articulate the needs for **compliance and risk management**.
- Maintain thorough documentation and follow organizational processes to ensure successful implementation of products.

**EDUCATION**

- ❖ B.A. -History (Hons) - Calcutta University – 2003 to 2006
- ❖ Certification Prep: Professional in Human Resources (PHR)® from  **LEARNING**
- ❖ Preparing to Manage Human Resources – University of Minnesota.  **coursera**

**PERSONAL DETAILS**

Date of Birth: 5<sup>th</sup> May, 1985

Languages Known: Bengali, Hindi and English.

 <https://www.linkedin.com/in/binaymal/>

 Pahalampur, Hooghly, Singur, INDIA