# CURRICULUM VITAE

**SHILPA BANERJEE**

A5 1st floor, Dhebar,Pink City E-mail- [shilpa031@gmail.com](mailto:shilpa031@gmail.com)

Gayatri nagar.Raipur Mob: 8889870154,9931321726

Pin – 492001 Marital Status : Married

Language Proficiency**:** English, Hindi, Bengali

**Objective**

Seeking a challenging position as an HR Manager where I would get an opportunity to utilize my skills and abilities in order to add value to the organization in an effective manner and in the process hone my own skills and perform better.

**Work Experience**

1. **Shri Sai Events & Promotions Pvt. Ltd, Raipur. Chhattisgarh**

**Joined: - June-2016 till date**

**Job Position: - HR Executive**

**Responsibilities**

* Responsible for establishing an end to end systematic HR function for the organization.
* Draft & finalize HR Policies for the organization
* Manage the entire Payroll Process.
* Develop job profiles and source candidates from major job boards; shortlist, conduct interview and finalize the candidate for hiring.
* Design the Onboarding Programme for New Hires.
* Plan and develop on-the-job training programs and career development programs for employees in consultation with management with a focus on retaining talent.
* Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required.
* Budgeting for HR & Supporting activities. Verify and process the Travel and other expenses.
* Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with supervisors and management
* Responsible for communications to employees for quick and easy access to information such as Benefits, Training and Development and opportunities for career advancement.
* Responsible for resolving and negotiating Employee Grievances.
* Responsible for Leave Management Processes for all employees
* Implement Best HR practices which are at par with other competing organizations

1. **ICan Manpower Consultancy, Jamshedpur**

**Joined -: 1st July,2013 to 30th Nov,15**

**Job Position -:HR Recruiter**

**Responsibilities**

* Involved in the full life cycle of the Recruitment Process starting from understanding client's requirement, sourcing, screening, evaluation, scheduling interviews, follow-ups, offers, and reference checks.
* Handling first round of HR Interview in order to assess the candidates Suitability, Attitude, Academics and Professional qualification, Experience, Communication skills etc.
* Client Anchoring, Client coordination & Single Point Of contact between client and candidate regarding Salary negotiations, Offer letter, Joining.
* Attending conference calls with business partner to understand/analyze the requirement, planning and organizing the sourcing strategy.
* Getting approval from clients on the candidature of our candidates for further process. Arranging Personal Interview Round according to client and candidates comfort.
* Strict follow up with candidate till they accept and join the organization.
* Prioritizing requirements based on the deadline.
* Sourcing through Database, Portals, Mass Mailing, and Referencing & Head hunting.
* Posting ads on various Job Portals like Monster.com, Naukri.com, etc.
* Assess candidates on various parameters as per requirements.
* Maintaining the database for difference skill sets.
* Preparing& Updating report on Daily /Monthly basis (Daily report/monthly Report and Analysis)
* Cross Verifying with the employee reference
* Billing and Follow up of payments related to my domain.
* Updating the leave Records of all the deputies.

**Skills**

* Team Player.
* Always ready to take challenges.
* Good Speaker & Listener.
* Proficient in MS – Excel, Word & Powerpoint

**Internship**

**TATA CUMMINS LTD (JV between TATA Motors & Cummins Engine Company ,USA)**

**HR Department,Jamshedpur.**

**2nd May 2012 – 30th July 2012 (Summer Internship)**

**Topic: “TRAINING FEEDBACK PROCESS”**

**Responsibilities**

* Understand the voice of the customer i.e. the trainees about the Training requirements.
* Taking initial round of feedback and submitting the report to the trainer.
* Restructure the Training Feedback methodology and format to give the ease of filling and easily measurable and understandable to the Trainer.

**Education Qualification**

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| --- | --- | --- | --- | --- |
| **Name of degree** | **Name of College/School.**  **Location.** | **Board/University** | **Year of passing** | **Percentage** |
| **PGDM (HR & Finance)** | Institute of Science & Management , Ranchi | ISM Ranchi | 2013 | 73.82 % |
| **B.Com (Hons.)** | Women’s College, Ranchi | Ranchi Univ. | 2011 | 62.30 % |
| **AISSCE (Commerce)** | DAV Public School NTS Barkakana | CBSE | 2008 | 68.00 % |
| **AISSE** | DAV Public School NTS Barkakana | CBSE | 2006 | 63.40 % |

**Personal Information**

Husband’s Name : Mr. Bishwopriyo Banerjee

Date of Birth : 02-OCT-1990

Gender : Female

Marital Status : Married

Languages Proficiency : English, Hindi & Bengali

Permanent Address : A5 1st floor, Dhebar,Pink City

Gayetri nagar.Raipur,492001

Contact No.(Mobile) : +91—8889870154, 9931321726

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**Declaration**

I Shilpa Chakraborty, hereby declare that all the information furnished above is true to the best of my knowledge.

**Date: Shilpa Chakraborty**

**Signature**