

# Shubham Chatterjee



HR recruiter



3 Years 1 Month



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## Profile Summary

Dynamic and detail-oriented HR professional with a strong passion for optimizing organizational success. Eager to contribute to a reputable company's goals by leveraging expertise in talent acquisition, employee relations, and performance management. Committed to fostering a positive and inclusive work environment while ensuring compliance with employment laws and regulations. Skilled in strategic HR planning, effective communication, and driving high-impact HR initiatives. Open to diverse HR roles inclusive of recruitment, training, and HR administration. Excited about the opportunity to apply and enhance skills while adding significant value to the organization.



## Education

MBA/HR, 2024

Malaysia university of science and technology

B.B.A/ HR, 2022

op jindal university

12th, 2019

CBSE, Commerce



## Work Experience

Mar 2025 - Present

HR recruiter

Ind synergy pvt ltd

Managing end to end hiring process for technical and non technical positions.

Bulk hiring, volume hiring experienced.

Proactively source candidates through various channels including job portal employee referral etc.

Act as a point of contact and build influential related with hiring managers and candidates during the selection process.

Well verse in maintaining candidates/recruitment database

Ensure all the administration work including payroll and statutory compliance's, vehicle Requisition and client acquisition.

Ensure the joining formalities for all new hires and negotiate & decide the salary with the candidates

Manage On-boarding as well as off-boarding process..



## Key skills

- Problem Solving
- Time Management
- Employee Welfare
- Employee Relations
- Employee Engagement
- Communication
- Conflict Resolution
- Emotional Intelligence
- Payroll Management
- Statutory Compliance
- Talent Acquisition
- Labour Laws
- Saviour
- Lighthouse
- Data Entry
- Legal



## Personal Information

City KORBA (CG)

Country INDIA



## Hobbies

- Singing Gym Badminton



## Languages

- Hindi
- English
- Bengali



## Extra curricular

THESIS ON "Digital transformation in Talent acquisition and recruitment

Basically, Here I'm trying to show the digital changes in talent acquisition and recruitment process in various industries.

#### **THESIS ON "compensation management in coal industry"**

Here I am trying to find out the various compensation components over the industry.

#### **THESIS ON " Posh Policy in India - Boon or Curse**

In this thesis I'm trying to give a basic knowledge about the posh policy act 2013 and what impact it creates in various types of industries.

**Feb 2020 - Jul 2022**

HR Executive and Recruiter

**Costem learning pvt ltd**

maintaining organization HR end to end recruitment process

maintaining employee relations, payroll compliance's, statutory compliance's.

Maintaining administrative tasks including vehicle Requisition, client acquisition.

Handling employee grievances, engagement of employees.

Coordinate with vendors and manage office supplies procurement.

Manage housekeeping and ensure maintenance of office infrastructure.



#### **Internship**

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**30 Days**

Recruitment management

**IND 's synergy ltd**

**30 Days**

Compensation management

**South Eastern Coalfields**