

SURYASOM CHATTERJEE

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Visionary, seasoned, enthusiastic and highly-organized HR professional with an experience of 5 years and an impeccable track record of success targeting strategic level assignments with reputed organizations.





PROFESSIONAL OUTLINE

Offering diversified experience in working autonomously in the delegated responsibilities and translating technical skills in practical solution-oriented advice creating added value for organization. **Currently aligned with RP-Sanjiv Goenka Group**

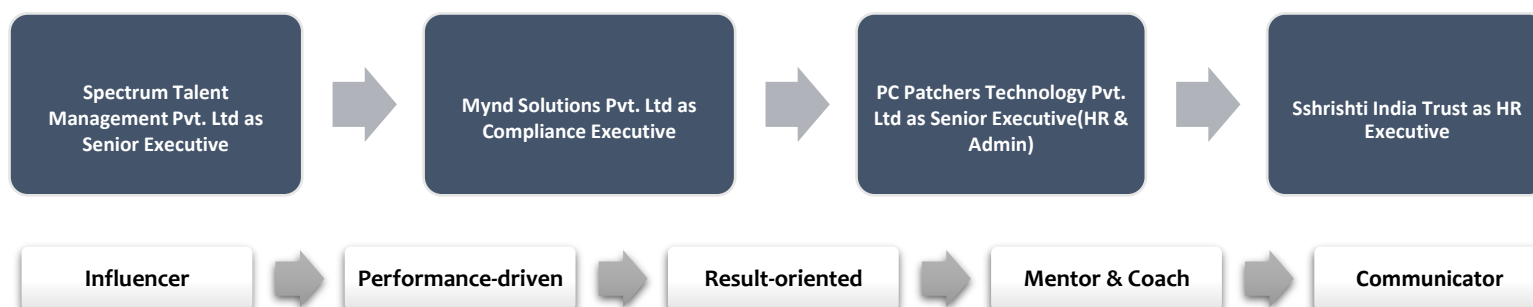
as HR Associate from Dec 2018 to present. Performance-driven Transformation & Change Agent; extensive experience in Compliance Management, opportunity and optimizing efficiency through continuous evaluation and improvement process.

Passionate, committed & confident professional with successful career chronicle in supporting industrial relations matters. Developing market driven compensation packages addressing organization's staff retention needs. Strong focus on upholding business ethics and implementing policies and practices. Expertise in managing variety of remuneration issues. Impressive success in being a part of strategic continuous improvement initiatives, achieving identified financial & process goals with right kind of talent on boarded.

 AREAS OF IMPACT	 Notable Accomplishments Across The Career
Manpower Planning Coaching & Mentoring HR Operations Talent Management Leadership Building Labour Law Handling Payroll Recruitment & Selection Forecasting General Administration Efficiency Improvements Grievance Handling Training & Development Compliance Management Team Management & Leadership	<ul style="list-style-type: none">✦ Possess a broad-based perspective in developing & implementing human capital practices that build, attract & retain high - potential talent.✦ Imparted training to internal functions & channel partners.✦ Known for promoting culture & values of the organization through engagement interventions.✦ Experience in creating employee-friendly & productive environments that improved business results.✦ Introduced "The New Normal" HR policies for employee welfare post lockdown.✦ Ensured Effective Manpower management and thus reducing the manpower cost yet without a single lay off during the time of COVID-19.✦ Identified and Recovered Rs. 1,40,000/- happened due to wrong billing by a manpower agency .✦ Facilitating as a key advisor to the Senior Management in devising strategies.✦ Ensure availability of required resources to carry out all tasks related to the HR department functions and ensure effective utilization of staff.✦ Successfully built a pool of talent through various online portals.✦ Solved the problems of Late coming of employees through the method of "reinforcement" and not through "punishment".✦ Successfully negotiated the service charges of the contractors to 2.5% during lockdown.



WORK EXPERIENCE (RECENT 4)



Key Result Areas across the Career:

- ✚ Successfully maintaining Responsible for end-to-end recruitment cycle.
- ✚ Guaranteeing flawless Employee Life Cycle Management starting from Employee On boarding to Retirement including full & final settlement at transactional level and Business Partner at transformational level.
- ✚ Functioning as an active participant in taking future focused strategic business decisions.
- ✚ Identifying areas for process improvements to enhance quality and accuracy of operations, facilitating informed decision making.
- ✚ Effectively negotiated the offers of employment while ensuring Internal Parity and effecting a smooth transition for candidates into the company
- ✚ Responsible for high volume Recruitment.
- ✚ Developing team members
- ✚ Responsible for sourcing of candidates through Head Hunting, lead generation & also actively working on social networking sites like LinkedIn.com, Facebook.
- ✚ Effectively built up a strong database of professionals at all levels.



INTERNSHIP EXPERIENCE

- ✚ Management Trainee at National Currents, (May 2013 – July 2014)
- ✚ Modelema Export Pvt. Ltd., Trainee HR (June 2014-April 2016)



ACADEMICS & CREDENTIALS

- ✚ Completed Post Graduate Diploma in Human Resources and Administration from Tata Institute of Social Sciences, Mumbai (2017-18) with 7.4 CGPA
- ✚ Certified HR analytics from IIM, Rohtak
- ✚ Certified HR generalist
- ✚ Masters in Social Work (Personnel management, labour welfare and labour legislation) from Gautam Buddha University (2014-16) with aggregate of 65%
- ✚ Post Graduate Diploma in Counselling and Behaviour Modification from Directorate of Distance Learning, Guru Jambheshwar University, Hisar with aggregate of 63.4%
- ✚ Bachelors of Journalism (Mass Communication) from Guru Gobind Singh Indrapastha University, Delhi with aggregate of 66% during the year 2013



TECHNICAL PURVIEW

- ✚ HR Analytics
- ✚ Expertise in handling labour compliance documents like Statutory registers etc.
- ✚ Labour Contracts.
- ✚ Trained in Advance Excel.
- ✚ Payroll Management.



PERSONAL DETAILS

Date of Birth: 18th October, 1988 | **Address:** F-121/5, Dilshad Colony, Delhi-95 | **Linguistic Abilities:** English, Hindi, Bengali



ACHIEVEMENTS

- ✚ Stood second in the MSW programme of the University.
- ✚ **Publication Deatils :** Chatterjee Suryasom and Singh Annie. Comprehensive review of Interpretations and role of Media in elucidating the issue of Mental illness to public [Journal] // Integrated Journal of Social Sciences. - 2018. - Vol. 5. - pp. 22-29. - ISSN 2348 -0874.
- ✚ Won several awards for film making, photography and film editing in University level.
- ✚ Promoted to Senior Executive within 3 months in Pcpatchers.
- ✚ Cut the consultant fee to Nil from Rs. 60,000 in terms of new talent acquisition while working in Pcpatchers Technology.