

# Rupak Chakrabarty

## Present Address:-

G-II-66, Madan Giri, South Delhi.

Pin no- 110062

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## CAREER SNAPSHOT

- ☑ A disciplined professional with **4 years** of experience in HR-Executive/Operations.
- ☑ Currently associating with R K Associates & Hoteliers Pvt Ltd as HR Executive since November 2019.
- ☑ Expertise in handling a diverse range of HR activities from entry to exit formalities, Attendance & Leave Management, Recruitment's, Salary Processing, Statutory Compliance, Handling employees Grievances, HR Record Management, etc.

## SCHOLASTICS

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| 2015 | MBA (HR/Marketing.) from <b>TACT, Bhubaneswar under AICTE</b> , regular courses in 2015. |
| 2013 | BBA Graduate from Utkal University in 2013.  |

## EMPLOYMENT CHRONICLE

- **R K Associates & Hoteliers Pvt Ltd.**
- R. K Associates & Hoteliers Pvt.Ltd. are fully equipped having an experienced team & infrastructure for operating private Trains having a team comprehensive of handling complete tourism and hospitality segments.
- Capable of handling private chain.
- 50 years of glorious presence in tourism, hospitality, catering and advertisement industry.
- The major player in Railway catering for the past two decade. Through its state of art network of various base kitchen cum kiosk spread over all directions in the country and running in the name and style of "Meals on Wheels".
  
- **Location: Okhla Phase 1, Delhi**
- Designation: HR Executive
- Tenure: Nov' 2019 to till date

### Key Deliverable.

- ☞ **Induction & On-boarding:** Conduct Joining formalities, administer induction for new joiners.
- ☞ **Employee Relation/Engagement:** Maintaining healthy employee relations by taking care of their grievances, counselling sessions, planning various employee engagement activities, skip level meetings, Open house etc.
- ☞ **HRIS/ MIS:** Monthly HR Report preparation
- ☞ **Attendance & Leave Management:** Checking biometric punching & calling stores for more information regarding miss punching, leave, absenteeism of employees. Updating approval of employees in biometric. Make daily attendance in master attendance sheet.
- ☞ **Process & Policies:** Ensure all policies and procedures are up to date and legally compliant. Ensured every process we build in the company is for the betterment of the employee's life
- ☞ **General HR Administration:** Ensuring discipline in company by controlling late coming and absenteeism. Ensuring proper upkeep of time office related records and other HR Admin related activities.
- **Payroll Processing:-**Processing monthly salary of employees, Pay structure, calculation of Gross, Net salary & CTC. Designing salary break up, Payroll inputs.

- **Statutory Compliance:-** Contributions from both employee & employer, calculations. Enrolment employees in to PF & ESIC. Making ESIC Pehchan Card. Updating employee's data in PF & ESIC,EPF & ESI queries.
- ☞ **Exit Administration:** Exit formalities of leaving employees and submission to Corporate HR.
- ☞ **Reimbursement Handling:** Control & manage reimbursement amount of employees.
- ☞ **Reporting** to HR Manager.

### • Neerus Ensembles Pvt Ltd.

"Neerus Ensembles Pvt Ltd" is a private incorporated on 8 July 2005.It is classified as Non-govt company and is registered at Registrar of Companies, Hyderabad. It is involved in manufacture of wearing apparel.

**Location: Karol Bagh,Delhi/Noida (Production Unit)**

Designation: Zonal HR

Tenure: Oct' 2018 to Nov 2019

### Key Deliverable

- ☞ **Manpower Planning & Talent Acquisition:** Hands on management of full cycle recruitment process across full spectrum of hires, screening, interviewing, and facilitation of Pre-Employment Screening processes, negotiating offers and post-offer candidate management across North India(9 Stores & 1 production unit) .
- ☞ **Induction & On-boarding:** Conducting Joining formalities, administer induction for new joiners.
- ☞ **Employee Relation/Engagement:** Maintaining healthy employee relations by taking care of their grievances, counselling sessions, planning various employee engagement activities, skip level meetings, Open house etc.
- ☞ **Employee Engagement:** Taking care of the employee satisfaction at work across all levels. Conducting & responsible for **FUN@WORK** activities within the employees.
- ☞ **HRIS/ MIS:** Monthly HR Report preparation and submission to corporate HR.
- ☞ **Attendance & Leave Management:** Checking biometric punching & calling stores for more information regarding miss punching, leave, absenteeism of employees. Updating approval of employees in biometric. Make daily attendance in master attendance sheet.
- ☞ **Process & Policies:** Ensure all policies and procedures are up to date and legally compliant. Ensured every process we build in the company is for the betterment of the employee's life
- ☞ **Employee Confirmations:** Initiating the confirmation process, following up with the employees till the closure in system.
- ☞ **General HR Administration:** Ensuring discipline in company by controlling late coming and absenteeism. Ensuring proper upkeep of time office related records and other HR Admin related activities.
- **Payroll Processing:-**Processing monthly salary of employees. Over time calculation. Pay structure, calculation of Gross, Net salary & CTC. Designing salary break up.
- **Statutory Compliance:-** Contributions from both employee & employer, calculations. Enrolment employees in to PF & ESIC. Making ESIC Pehchan Card. Updating employee's data in PF & ESIC.
- ☞ **Exit Administration:** Exit formalities of leaving employees and submission to Corporate HR.
- ☞ **Reporting** to HR Manager
- **Country Club Limited. ([rmcindia@countryclubmail.com](mailto:rmcindia@countryclubmail.com))**

"Country club Hospitality & Holidays Ltd." is a leading company into the domain of Social clubbing, Fitness, Holiday & Entertainment and a Listed Company on BSE, also sharing the 28 years of the journey in industry.

**Location: Noida Sector 18, Noida(Regional Office)**

Designation: Executive-HR

Tenure: Feb'2017 to Sep'2018

### Key Deliverable

- ☞ **Manpower Planning & Talent Acquisition:** Hands on management of full cycle recruitment process across full spectrum of hires, screening, interviewing, and facilitation of Pre-Employment Screening processes, negotiating offers and post-offer candidate management across North India.
- ☞ **Induction & On-boarding:** Conducting Joining formalities, administer induction for new joiners.

- ☞ **Employee Relation/Engagement:** Maintaining healthy employee relations by taking care of their grievances, counselling sessions, planning various employee engagement activities, skip level meetings, Open house etc.
- ☞ **Employee Engagement:** Taking care of the employee satisfaction at work across all levels. Conducting & responsible for **FUN@WORK** activities within the employees.
- ☞ **HRIS/ MIS:** Monthly HR Report preparation and submission to corporate HR.
- ☞ **Attendance & Leave Management:** Checking biometric punching & calling branches for more information regarding miss punching, leave, absenteeism of employees. Updating approval of employees in biometric. Make daily attendance in master attendance sheet.
- ☞ **Process & Policies:** Ensure all policies and procedures are up to date and legally compliant. Ensured every process we build in the company is for the betterment of the employee's life
- ☞ **Vendor Management:** Dealing with outside consultants/vendors for off role employee hiring or other HR related work.
- ☞ **Employee Confirmations:** Initiating the confirmation process, following up with the employees till the closure in system.
- ☞ **General HR Administration:** Ensuring discipline in company by controlling late coming and absenteeism. Ensuring proper upkeep of time office related records and other HR Admin related activities.
- ☞ **Exit Administration:** Exit formalities of leaving employees and submission to Corporate HR.
- ☞ **Reporting** to Regional Manager-HR

#### **Minor Payroll & Compliance Knowledge:-**

##### **1. Payroll Processing:-**

- \* Pay structure, calculation of Gross, Net salary & CTC.
- \* Designing salary break up.

##### **2. Statutory Compliance:-**

- \* Contributions from both employee & employer, calculations.

## UP-Climbing HR Solution ( [www.up-climbing.net](http://www.up-climbing.net) )

UP-Climbing is a hr solution firm located at madhusudan nagar in Bhubaneswar. The firm is in to different vertical of HR like HR recruitment (Perm staffing), Out sourcing (Temp staffing), HR training, Accounts training, Campus drive, HR policy formulation, etc

Location: Madhusudan Nagar, Bhubaneswar  
 Designation: Recruitment Executive- HR  
 Tenure: Jul 2015 to Nov 2016

### **Key Deliverables:**

- . Expertise in the area of Staffing, Sourcing, Screening, Recruiting, Team handling, Reporting, Scheduling interview.
- . Getting vacancy details from employers, Handling preliminary interview, Calling as many as suitable candidate.
- . Handling & Understanding client requirement.
- . Planning with team and select the solution best one.
- . sourcing right talent for specific requirements in different way.
- We are searching in different job portal just like (Naukri.com, LinkedIn, etc)
- . Screening the candidate as per client Job description & Job specification.
- . Calling suitable candidate.
- . Handling first round interview and evaluating candidate Communication, Suitability, Capability and confident.
- . Provide all information about organization to selected candidate..
- . Scheduling Panel interview.

## IT Forte

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- ☞ MS Excel; MS Word,HTML
- ☞ Tally ERP9
- ☞ FactoHr

## PERSONAL MINUTIAE

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Date of Birth : 21<sup>st</sup> November 1992  
Father's Name : Amal Kumar Chakrabarty

Signature:

Date: