

Anando Bhattacharya

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Career Objective:

To join an organization where I would dedicate my professional lifespan and learn to do better, all the while helping the organization meet its goals.

Work Experience:

Anarock Property Consultants Pvt. Ltd. (Formerly known as JLL Residential) (3rd September 2018 – 7th October 2018): HR Intern:

- Was responsible for talent acquisition for various requirements for Delhi/NCR offices.
- Coordinating with various levels of management to meet their manpower requirements.
- Joining formalities like documentation, verification, issuing APL, LOI, Offer Letters, induction of new joiners etc.
- Assisting in exit formalities like issuing relieving letters, experience letters, FmF cheques or recovery and retention.
- ERP Implementation.

Yaantra.com (7th May 2019 - Current): HR Executive (Generalist):

- Is responsible for sourcing, interviewing, onboarding and other recruitment requirements.
- Joining formalities, documentation and maintenance of employee records digital and on files, CRM and biometric enrollment, UAN registration, temporary & permanent ID card issuance & exit process formalities.
- Performance auditing (PMS), reimbursement and leave management.
- Employee grievance handling excluding payroll.
- Regular checking of attendance and taking the necessary disciplinary action against
- Tracking latecomers and absenteeism & keeping track of all employees leave records.
- Meeting Employees individually to understand the job satisfaction and concerns.
- Keeping track of all development and welfare related activities for the employees.
- Organizing events like CSR, Monthly Motivational Sessions, Birthday and Anniversary Celebrations, R&R activity.
- Skip level Meetings with employees PAN India to know ground level problems.
- Conduct a detailed background check for the probable employees through referrals & ensure proper placement of the candidates.

Internship/Corporate and Academic Projects:

Summer Internship Project (During MBA):

Delta Power Solutions (I) Pvt. Ltd. Gurugram, Haryana.

- Conducted disguised market research survey on what type of UPS technologies, energy

efficiency and monitoring tends was prevalent in Data Centre industry and what Delta was doing to address those requirements.

- It was a quantitative research using a disguised questionnaire to find out specifics and preferences of UPS technologies (monolithic/modular), back-up time, UPS efficiency, Real time Monitoring, Reliability of products, Reliability, Service levels in operational data centers. The topic of the project which was presented to them as part of the survey was ‘Challenges Faced by Data Center Industries Related to Power Equipment and Energy Saving as Social Responsibility’.
- I had interviewed clients of major Data Centre players in India like IBM, Dell, HP and few OEMs like PCI, Emerson (now Vertiv) etc.
- Data from 24 of 30(Sample Size) OEMs was successfully collected, analyzed and reported to Delta as part of their lead generation project and market trends.

Academic Project:

- Wrote an academic case study based report titled “Various credit loan bubbles emerging in modern financial industry and is it the prevailing future trend of our current economy” under senior faculty & Professor Dr. Broto Bhardwaj of BVIMR, New Delhi. It outlined the past and prevalent trends of US based financial institution’s deregulations of various financial instruments and how it affected entire world’s businesses since we live in a global economy.

Education:

Delhi Public School, Rohini:

- Xth (2008)- CBSE Board – 88.2%
- XIIth (2010) – CBSE Board – 78.2%

Amity University Uttar Pradesh:

- Bachelor of Computer Applications (2010-2013) – 54.4%

Bharti Vidyapeeth Institute of Management and Research:

- Master of Business Administration (Human Resources(major) & Marketing(minor)) (2013-2015) – 58.1%

Amity University Uttar Pradesh:

- Master of Science Networking Technology and Management (2016-2018) – 65.3%

Skills:

- Manpower Requirements
- Training and Development
- Employee Engagement
- Employee Welfare
- Employee Records
- HR Audits
- Performance
- Employment Verification
- Good communications and negotiation skills.

- Foreign languages known basic Japanese & German.
- Good teamwork skills.
- Completed 'Finishing B-School Programme' from Ecole Solitaire.
- Proficient in using SPSS, MS Word, Excel, Power Point Presentation etc.

Additional Information & Achievements:

- Received first prize in Inter D.P.S. Sufi competition Bazm – E - Sufi.
- One of the co-founders of D.P.S. Rohini's Computer Symposium Club XINO which organizes interschool IT based events like crack the code, gaming, animation events, quizzes etc.
- Received first prize in Craft Competition organized during Bangla Book Fair 2004 at Pragati Maidan.

Hobbies:

- Making figurines of foil, clay or anything malleable which retains shape. Gardening.
- Play testing video games for new developers free of cost and Green Lighting those games on Steam so that their developers can launch their product on the Steam digital distribution platform.
- Organizing gaming competitions in schools, colleges and public tournaments.

Personal Details:

Date of Birth: 17/09/1992
 Nationality: Indian
 Father's Name: Pranab Kumar Bhattacharya
 Marital Status: Unmarried
 Permanent Address: 2E, Nivedita Enclave, A6 Paschim Vihar, New Delhi - 110063

PLACE: Delhi

DATE:

Signature of the candidate

(Anando Bhattacharya)