ANIKET MUKHERJEE (CIPD)

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Profile

A well-organised and resourceful HR & Admin professional with 4 years of experience in the industry, currently pursuing MA Strategic People Management and Human Resources at the University of Wolverhampton. Committed to career growth and eager to leverage expertise in talent sourcing, interview procedures, and HR administration to contribute effectively as a Human Resource Professional. I am as well a CIPD member.

Key Skills

- **Talent Sourcing/ Interviewing**: Proven track record in identifying and attracting top talent through various channels, including job portals, social media, and networking events, conducting interviews to assess candidate suitability and cultural fit, ensuring alignment with organisational values and objectives.
- **Recruitment Strategy**: Skilled in developing comprehensive recruitment strategies tailored to the specific needs of clients and organisations, resulting in successful placements.
- **Employment law**: Involved in writing up of B2B cross border contracts with client companies along with keeping up-to-date with ACAS employment law codes and practices.
- **Policy & Procedure**: Collaborating in effectively managing employee grievance and maternity coverage circumstances.
- **Presentation & Communication**: Strong communication skills demonstrated through engaging presentations, clear correspondence with stakeholders, and effective negotiation with candidates.
- **Leadership and Team Management**: Proven ability to handling legal concerns in cross border jurisdictions, employment contract formulation for company clients.
- **Application Software**: Proficient in using various application softwares including HRIS, Opera Inventory, Agile, MS-Office suite, Net Suite, HR Workday, JD Edwards, SAP, and Oracle.

Work experience

First for Education, Cover Supervisor (Part-Time)   March 2024 – Present

- Working as a substitute teacher in various schools.
- School Admin assistance

Fleet Safety Infotech, HR Officer   January 2023 – February 2023

- Responsible for driver recruiting/staffing of candidates with Logistics/ Shipping company clients in the US.
- Involved in the day to day identifying, reviewing and submitting of candidate documents in a timely and efficient manner to finalise employment of candidate with the director along with keeping those documents up to date.
- Taking responsibilities for Screening, interviewing, and hiring of internal company staff professionals for varying assignments in various competencies.
- Responsible for ensuring documentation of Drug & alcohol testing, inventory logbook, tickets & citations, and EPNs.

Renous Extenserve Consulting, HR Executive   September - November 2022

- Developing the Screening and recruiting candidates with sourcing of profiles from leading job portals
- Responsible for IT and non IT recruiting/staffing of candidates for positions with the technologies like .Net, Java J2EE, ERP's including SAP, Oracle and JD Edwards, net suite, as well as financial institution applications like Personal Capital, Mint
- Sourcing new platforms for posting opportunities
- The maintenance of reliable database and legal procedures
- Engaged in development and review of policy procedures in employee grievance circumstances.

- Working in synchronicity with company management, as well as the HR Generalist Officer to ensure communication and company regulations were followed.

Humaniquee, HR Recruiter   **March 2020 – November 2021**

- Responsibility of managing interview procedures starting from sourcing till screening and coordinating interviews to closing candidature.
- Involved in creating and managing a recruitment network using IT software tools like SAP and JD Edwards.
- Focusing on innovative ways to source profiles along with maintaining candidate database to track client recruitment progress and feedback.
- Built strong relationships with the current Brand Ambassadors and successfully encouraged 10 % referrals.
- Actively facilitated business-2-business clients with providing clientele facilitation to partner with IT & logistics companies.
- Responsible for onboarding of new hires inclusive of coaching.
- Effectively negotiated pay rates with candidates for contract and permanent positions.
- Ensure medical certifications and checks for selected positions.
- Conducting complete interviews process with candidates for company and clients, also responsible for legal and compliance tasks for clients in Singapore, Malaysia and India.

RS Software, HR Recruiter   **July 2016 – July 2018**

- Worked closely with other employees and the management team to engage audiences and developed new structures in building talent pipelines.
- Establishing and managing relationships with recruitment hiring team of client companies and conducting initial rounds of interview for candidates.
- Developed long-term recruiting strategies with nurturing trusted relationships within industry.
- Organising It events at various technology parks.
- Sourcing candidates through online channels such as social platforms as well as professional networks.
- Planned interview and selection procedures, including screening calls, assessments and in-person interviews
- Made assessments and managed candidates in the pipeline with respect to relevant data, including resumes/CVs and contact details, whilst making use of the company's Applicant Tracking System (ATS).
- Managing HRIS systems with assistance and guidance of senior employees.

Education

University of Wolverhampton, UK - MA Strategic People Management and Human Resources   2023   - Present Robert Gordon University, Aberdeen, UK - MSc Procurement and Supply Chain Management 2018 - 2020

Amity University, Noida, India - BA Tourism Administration   2013 - 2017

Interests & hobbies

- Reading & learning about history and the history of warfare.
- I enjoy sightseeing on train journeys.
- I an an avid climber of peaks such as Ben Nevis, Tiger Hill etc.

Certifications

- CIPD Member
- Enhanced DBS

References as per request