**Sayani Das**

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**Human Resource Generalist**

Avid professional with over 6 years of experience in a fast paced Human Resource department. Have incomparable ability to prioritize and execute multiple HR projects and deadlines concurrently. Proficient in administering corporate HR initiatives, providing a broad level of counseling on recruitment, employee relations, retention and training programs and handling complex situations with professionalism and confidentiality.

**AREAS OF EXPERTISE**

● Job analysis ● Change Management

● Salary administration ● Performance Management

● Employee orientation ● HR policies development

● Benefits administration ● Recruitment coordination

**Work Experience:**

**Company Name:** Capgemini India Pvt Ltd.

**Duration:** July 2015 to Present

**Designation:** Process Associate

Support recruitment operations and on-boarding activity for Capgemini Finland and Australia.

Job responsibility includes:

* Job requisition management
* Candidate management
* Interview Management
* Online Test Coordination
* Initiating reference check
* Offer management
* Facilitating on boarding activity
* Maintain relation with client.

**Company Name:** Shri Badrinarain Alloys & Steels Limited. (Shricon TMT Bar)

**Duration:** December 2014 to April, 2015

**Designation:** Sr. Executive HR

* Managing and coordinating recruitment and selection process
* Coordinating joining formalities, induction of new recruits
* Maintain and update employee database
* Managing attendance and leave records
* Processing payroll
* Organizing employee engagement activities
* Employee grievance handling
* Managing Exit formalities
* Managing employee CUG connections

**Company Name:** Wizard e-Marketing Pvt. Ltd.

**Duration:** May 2013 to November 2014

**Designation:** Executive HR

**Job Role:**

* Coordinating recruitment activities:
* Prepare and design ads for openings Maintain applicant Profile databases
* Participate in job fairs and headhunting activities
* Verify applicant references, certification and educational credentials
* Regulating post-offer probation terms and conditions
* Processing new hire paperwork including data entry into ERP system and file management
* Schedule, coordinate and conduct orientations for new on-board employees
* Prepare offer, appointment and confirmation etc. Letters
* Administer background checks for employees
* Maintain attendance and leave records
* Liaison between employees and the management in a courteous and professional manner
* Organizing employee engagement, reward and recognition activities
* Monitoring operational compliance with the company’s policies and procedures
* Handling Exit formalities
* Employee grievance handling and handling queries
* Preparing HRIS
* Assist higher management in the creation and implementation of new policies

**Company Name:** People Power India

**Duration:** July 2011 to May 2013

**Designation:** HR Officer

**Clients Handled: Electrosteel Limited (Steel and Coal); UAL Industries Ltd., (Asbestos Manufacturing Company), RSWM Group (Textile Industry).**

**Job Role:**

Responsible for implementing different HR and OD interventions at the Unit level and Corporate Offices having around 2000 employees.

* Involve in recruitment & selection processes (including campus hiring)
* Preparing Job descriptions and KRAs
* Facilitating quarterly appraisal process
* Preparing HRIS, different MIS reports in MS-Excel
* Preparing Employee Handbook, HR Policy manual, SOPs (Standard Operating Procedure) etc.
* Organizing Training & development programs and report preparation- in-house and external.
* Assisting in Organization structuring & man power planning / fitment
* Conducting Employee welfare activities (E.g. Employee welfare survey, family welfare survey, counseling session, arranging picnics, conference etc.)

**Educational Qualifications:**

PGDM – HR in 2011 from International School of Business – Kolkata with 8.27 CGPA

BA (Political Science) in 2009 from Jadavpur University with 62.67% marks

**Other Interests & Activities:**

Strengths: Result oriented, Good Communication skill, presentation skill

Computer Proficiency: MS - Word, MS - Excel, MS - Power Point

Hobbies: Collector of the statue of Lord Ganesh, Listening to music

**Personal Details:**

**Present Address:** AA10, Baguiati Main Road, Kolkata – 59

**Languages Known**: English, Hindi, and Bengali

I hereby declare that information mentioned above is true with the best of my knowledge.

Sayani Das