

RANADEEP MAJUMDAR

M-10, 2nd Floor, Chittaranjan Park
New Delhi-110019
Contact: 7982050126 (M)
Email: rono.00786@gmail.com



Objective

To contribute to the HR profession, by achieving a position, which is commensurate with my experience and qualification and which provides a challenging environment for growth.

Professional Synopsis

- An MBA and PGDBM with a Bachelor's degree in Commerce (Hons.)
- Over 6 Years of extensive experience in entire scope of HR comprising Performance Management, Employee Engagement and Relationship Management, Recruitment & Selection, HR MIS report generation, Compensation Management, Statutory Compliances, Training & Development
- Proven skills in achieving results by working in sync with corporate set parameters and achieving organizational and individual goals

PROFESSIONAL EXPERIENCE:

1. Energetic Projects Pvt. Ltd.	October 2015 - Till Date
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Assistant Manager HR

Manpower Planning and Recruitment Management

- Ensure manpower availability in line with business needs at the zonal levels
- Plan and manage manpower plans with zonal head and finalize talent acquisition budgets in coordination with the corporate HR and ensure all zonal requirements are rolled up in the overall manpower plans

Managing PMS and Rewards

- Initiate the Performance Management Process in the zone
- Ensure communication and training on the performance evaluation process to all appraisers, as well as existing and new employees.
- Ensure cascade of corporate level measures to the zonal level and continued alignment with the overall organizational goals
- Ensure timely payment of salary and other reimbursements to employees in the respective zone
- Resolve employee concerns around performance and rewards

Monitoring and Control

- Manage all escalations related to recruitment and onboarding process, PMS and Rewards roll-out process and capability development interventions in the zone
- Participate in exit management and ensure smooth functioning of exit process

People Management

- Review and monitor performance of subordinates on an ongoing basis and provide requisite developmental support/ inputs
- Recommend training as required for subordinate development

2. MEPL	September 2013- September 2015
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Senior Executive HR

HR MIS

- Manpower Details, Attrition Analysis, Productivity Analysis Organisation Chart, Monthly CTC Detail, New Joining Data, Leave Details, Analysis of Bench Strength

Compensation Management (Salary Administration)

- Payroll Generation, Maintaining Leave Record, Ensuring timely disbursement of salary, looking after PF & ESIC

Talent Acquisition

- Recruitment and selection encompassing sourcing, screening, short-listing, selection and appointment
- Induction, On boarding & Orientation

3. HMRS Pvt Ltd	August 2011- August 2013
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HR Executive (Generalist)

Recruitment & Selection

- Executing the entire gamut of task in recruitment and selection encompassing sourcing, screening, short-listing, selection and appointment, etc
- Coordination with different department, candidates and consultants to line up the interviews
- Listing of job specification & job description for different positions
- Completing Joining Formalities
- Issuing Offer & Appointment Letter

Compensation Management (Salary Administration)

- Payroll Generation, Maintaining Leave Record, Ensuring timely disbursement of salary, looking after PF & ESIC

4. HMRS Pvt Ltd	August 2010- July 2011
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Associate Research Consultant

- Development of new clientele, retaining and generating business from old clients
- Training and development of research, field and analysis teams for market research
- Selection and implementation of research design
- Presentation to clients on research findings
- Co-ordination with field team for timely and relevant collection of data

5. Research Pacific India	February 2009 – July 2010
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6. Marketing & Development Research Associates	September 2006 – January 2009
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Senior Research Executive

- Planning and executing major phases of research projects
- Preparation of proposals and concept notes, Selection and implementation of research design
- Fixing of criteria for setting up of consumer panels, expert panels
- Designing Research Instruments
- Preparing of analysis plan, Co-ordination with field team for timely and relevant collection of data
- Presentation to Clients

7. Good Care Pharma Pvt Ltd.(Subsidiary of Baidyanath, Kolkata) May 2004 - August 2006

Area Sales Executive

- Achieving primary sales with Distributors and coordinating with them.
- Appointment of Distributors
- Achieving secondary sales at the retail level
- Supervising Promotional Activities for the Company
- Developing close relations with the Distributors, Wholesalers, Chemists, FMCG Retailers and merchandisers of Retail Chain Outlets

PROFESSIONAL QUALIFICATIONS

MBA in Human Resource Management (2010-2012) from Sikkim Manipal University

PGDBM (Major- Marketing, Minor-Human Resource) (2002-04) from Sri Sringeri Sharada Institute of Management, New Delhi.

EDUCATIONAL QUALIFICATIONS

Degree	Board/ University	Year of passing	Main subjects
Graduation	DU	2001	B.COM (Hons.)
XII th	CBSE	1998	Accounts, Economics
X th	CBSE	1995	English, Maths, Science

STRENGTHS

Innovative, Avid Learner, Never Say Die Attitude, Observant, Proactive.

PERSONAL DETAILS

Father's Name	Mr. N MAJUMDAR
Date of birth	NOVEMBER 13, 1979
Sex	Male
Marital status	Married
Nationality	Indian
Languages known	English, Hindi, Bengali