RESUME

**CHANDRA BANERJEE**

**Address:-**E/2 Baghajatin Station Road, Kolkata-700086

**Tel:**+918013149736/7980283233,**Email:**chandra.banerjee2012@gmail.com

**Objective:-**

To work in a challenging business environment wherein I can supplement my theoretical knowledge with practical experience so as to make a meaningful contribution to the organization which can provide wide ranging exposure and sufficient responsibilities to further my skills and knowledge.

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**Organizational Explore:-**

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**HR Officer**

**Key Deliverables**

•Prepared job descriptions for various positions and developed appropriate questions for prospective candidates.

•Working with hiring managers to gain an understanding of roles requirements.

• Conducting first stage interviews, Coordinated with hiring manager and participated in the interviewing panel.

•Analyzed various job applications and filtered candidates through telephonic or one on one interviews.

•Organizing recruitment events at a postgraduate and undergraduate level

•Undertaking salary reviews

•Managing recruitment budgets

•Advertising vacancies by using the appropriate channels

•Prepared recruitment and applicant tracking reports for all company-wide recruitment activities.

•Communicated results to the candidate and the organization for all selections.

•Monitored organization policies and recommended changes if required Protects organization's value by keeping information confidential.

•Keeping a track of the attendance of the employees and Calculating monthly salaries, incentives by using Excel

•Organized training schedules for new and existing staff and kept training records up to date.

•Prepares reports by collecting, analyzing, and summarizing data and trends(Data maintaining is all on Excel basis).

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**Zonal HR Executive**

**Key Deliverables**

•Identifying Right Candidates as per the requirement, sourcing activities through various channels job portals, Networking and conducting referrals.

•Understanding and analyzing the client’s manpower requirements in different skill set categories & Scheduling of Interviews of the candidates in close coordination with HR.

• Update candidate details in administration systems, Maintain accurate and well-ordered documentation on all candidates and other recruiting activities

 •Negotiating salaries with candidates and pay rates with subcontracting companies to close the position.

•Follow-up with candidates for Post-Employment Reference Checks, Notice Period. Etc.

•Making attendance sheet of employees, assist with day to day operations of the HR functions and duties

•Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc) by using Advance Excel

•Management of office equipment, maintaining a clean and enjoyable working environment, handling external and internal management systems

•Manage agendas/travel arrangements/appointments etc. for the upper management

• Coordinate communication with candidates and schedule interviews, conduct initial orientation to newly hired, assist our recruiters to source candidates and update our database

• Calculating monthly salaries, incentives and keeping track of it and help accounts department to process for payments

• Handling employees of total Zone by solving their issues, assist colleagues whenever necessary

• Making daily projection of sales target on the basis of total monthly target and segregate this on area basis to Team Leaders.

• Submit timely reports and prepare presentations/proposal as assigned

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**HR MIS Executive**

**Key Deliverables**

•Maintaining and updating the database of the candidates in Excel.

•Create and update records and databases with personnel, financial and other data

• Prepare correspondence,

• Preparing Purchase Sales Inventory and closing stock.

• Making daily projection and targets for employees.

•Tracking stocks of office supplies and place orders when necessary

• Assisting sales team and preparing database.

• Making daily projection of sales target on the basis of total monthly target and segregate this on area basis to Team Leaders and Sales Officers.

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**HR Executive**

**Key Deliverables**

•Understanding manpower requisition from the concerned department.

•Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.

• Sourcing candidates that match the desired skills.

•Screening the candidates by conducting telephonic or personal interviews as the case may be and negotiates with them.

•Keeping a track of the attendance of the employees, filling the leave forms and keeping a track of the leaves taken.

•Preparing salary sheet, issuing offer letter, salary slip, relieving letter, experience letter.

•Helping the person to be relieved properly.

•Doing the full and final settlement for the employee.

•Helping the person to be relieved properly & doing the full and final settlement for the employee.

•Handling asset management.

**Academics:-**

Bachelor of Commerce (Accounts Honors) from Dinabandhu Andrews College, Calcutta University, Kolkata, 2012.

Pursuing Master of Business Administration (Distance) in HR from ICFAI University, Kolkata.

**Training: -**Completed Cost Accounts Management with Taxation from IIJT.

Tally ERP form Excel Infocom Pvt. Ltd.

**Key Strengths:-**

* Adaptive to any atmosphere and always willing to learn.
* Hard Working, Sincere, Accept Challenges.
* Good Management and communication Skills.
* Strong creative orientation.

**Extracurricular activities:-**

* Attended Huawei Global Conference of Device Verticalprogram, Kolkata.
* Participated in various co-curricular events in school and college.

**Future Aim:-**

A challenging position in professional organization where I can enhance my skill, strength & commitment in a warm and supportive environment in conjunction with my organizational goal and objectives.

**Personal Profile:-**

* **Father** **:** Subrata Banerjee
* **Gender** **:** Female
* **Date of Birth :** 29.03.1991
* **Nationality** **:** Indian
* **Religion** **:** Hindu
* **Languages Known** : **:** English, Bengali and Hindi
* **Hobbies** **:** Listening music Painting &Singing.

**Declaration:-**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date: - Signature of the Candidate**

**Place: - Kolkata**

**(Chandra Banerjee)**